

Position description

Title	Senior Research & Evaluation Analyst
Reports to	Head of Research & Advisory
Classification & Salary	SCHCADS Level 7 (plus super and salary packaging)
Employment Status	Full time fixed term contract (12 months)
Primary Location	LaTrobe St
Date	September 2021

Good Shepherd Australia New Zealand (GSANZ)

Our strategy outlines the world we want to see and our role advancing in it. It also speaks to the positive impact we will deliver to support women, girls and families to be safe, secure, strong and connected. We are committed to tackling the issues of our time which adversely affect them. We work to advance equity and social justice and support our communities to thrive.

We seek to increase economic participation and wellbeing, to build resilience, improve safety and bring about system change. We offer microfinance programs and products, financial counselling and coaching, family violence support, family and youth programs, playgroups, education programs and community houses. These services are complemented by research and advocacy to address the underlying structural causes of injustice, exclusion, and inequality.

Role Purpose

The Research, Advocacy and System Impact Service Area undertakes research, evaluation, training and policy work that promotes the purpose of GSANZ and contributes to the organisation's objectives. The team includes the following functions: Research, Evaluation, Social Policy, Design, Training and hosts the Financial Inclusion Action Plan (FIAP).

The Analyst will work in the Research and Advisory team to deliver on a wide range of research and evaluation projects. A key objective of the position is to provide expertise in analysis of large datasets, internal services data, survey design and analysis and supporting strategic impact and systems level change.

Key Responsibilities

- Lead the design and implementation of research and evaluation projects according to annual work plan
- Preparation of research reports and evaluations
- Survey design and analysis
- Analysis and reporting of data from large datasets (such as HILDA)
- Ensure research is consistent with the National Statement on Ethical Conduct in Human Research
- Provide effective and efficient delivery of key projects
- Support Director Research and System Impact and GSANZ research plan
- Support the Head of Research and Advisory in meeting project deliverables to a high standard
- Foster a culture of continuous improvement, learning and feedback ensuring that learnings are integrated into programs and good practice is identified and shared
- Lead and contribute to effective cross-divisional and cross-organisational teams
- Undertake business development activities as needed.

Responsibilities of Good Shepherd Employees

Strategy

- Deliver service aligned with team operational plan and Good Shepherd's strategic plan
- Contribute to development of team plan
- Demonstrate understanding of social justice and community capability building concepts

People

- Demonstrate commitment to own learning and development
- Contribute to development of a high-performance team through demonstration of capabilities outlined in Good Shepherd's leadership capability framework
- Participate actively in regular formal supervision
- Share knowledge and practice insights with colleagues
- Take responsibility for own wellbeing

Clients

- Deliver best practice service to clients in line with agreed goals/contribution
- Seek feedback from client/stakeholders/peers in order to reflect and improve on service support for own practice
- Maintain a client-centred approach to service delivery at all times

Service Delivery and Operations

- Deliver all services in line with service standards and program procedures
- Maintain accurate data, information and reporting at all times
- Maintain agreed service level agreements
- Provide timely reporting in line with department requirements
- Other duties as reasonably required

Stakeholders

- Liaise effectively with referral network
 - Work collaboratively with other service providers to deliver valued outcomes for clients
 - Develop constructive, collaborative relationships with other Good Shepherd team members and departments
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Compliance

- Demonstrate behaviour consistent with Good Shepherd mission, values, behaviours and policies at all times
 - Maintain agreed quality standards
 - Maintain OH&S standards at all times
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Qualifications, Experience and Mandatory Requirements

- Formal tertiary qualifications in social policy, social science, economics or other relevant discipline
 - Extensive experience working in research and evaluation roles within or consulting to the community sector, a peak body, government department or statutory authority, with a track record of delivering policy-relevant research.
 - A satisfactory National Police Check (and international police check if resided overseas for 12 months or longer in the last 10 years)
 - A current Employee Working with Children's Check (WWCC)
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Key Selection Criteria

1. Extensive experience working in research and evaluation roles within or consulting to the community sector, a peak body, government department or statutory authority, with a track record of delivering policy-relevant research.
 2. Strong quantitative research experience including previous experience working with large data sets including HILDA.
 3. Experience in survey methodology, including survey design and analysing survey data.
 4. Knowledge of the social and political climate in one or more GSANZ priority areas.
 5. High level contract and project management skills, with the proven ability to lead and contribute to effective cross-organisational teams and provide high-quality project delivery within resource and time constraints.
 6. Demonstrated thought leadership, with high level strategic thinking, conceptual agility and analytical skills, including the proven ability to map current trends and issues and lead new initiatives.
 7. High level writing and editing skills that can be applied to a range of documentation, with attention to detail.
 8. Highly developed interpersonal skills, including relationship management skills and the proven ability to communicate with diverse stakeholders with competing agendas, handle sensitive issues, and work both independently and as part of a team.
 9. High level communication and knowledge translation skills with the proven ability to develop content across a variety of channels for different audiences, as well as facilitation and presentation skills.
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Values & Behaviours

We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

Value of each person | Reconciliation | Justice | Zeal | Audacity

Additional information

Employment is subject to:

- Relevant Qualifications/Registration Name
- A current national Police Record Check
- A current Employee Working with Children Check (WWCC) or state equivalent
- Proof of the right to work in Australia

The above requirements will need to be supplied and verified prior to commencement

Work Health and Safety (WH&S): All team members are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve WH&S.

Pre-existing injury: The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment.

Equal opportunity: Good Shepherd is an equal opportunity employer. We recognise the rich diversity of people across Australia. We are committed to ensuring that our team is reflective of the diverse community we serve and to supporting a culture of equity, inclusion and diversity. All team members have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

Child Safe Employer: Good Shepherd Australia New Zealand is a Child Safe employer. Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.

Cultural competency: Good Shepherd strives to maintain a culturally competent and inclusive workplace. All team members are expected to undergo cultural competence training as part of their professional development plans.

Salary packaging is available to all employees.