

Position description

Title	Senior Research and Policy Analyst
Reports to	Head of Social Policy
Classification & Salary	SCHADS Level 7 (plus super and salary packaging)
Employment Status	Full time, Ongoing
Primary Location	La Trobe Street
Date	August 2022

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, training, social policy, training and hosts the Financial Inclusion Action Plan (FIAP) program.

The Senior Research and Policy Analyst will sit within the Social Policy team and report to the Head of Social Policy. The role will provide high level quantitative and qualitative research to support the development of Good Shepherd policy positions, and also support the policy and advocacy related research requirements of the CEO and the Executive Leadership Team as required. Most importantly, the Research and Policy Analyst role will produce research that contributes system change that will advance equity and social justice.

Key Responsibilities

- Develop a research plan that will support our policy impact areas (financial security, climate justice, family violence and economic abuse, intergenerational disadvantage, holistic client services)
- Analyse policy settings and issues, in order to identify research needs
- Lead and undertake research projects that inform and support the Good Shepherd advocacy agenda, and that impact the external policy system
- Undertake analysis of internal (client services) and external data sets (e.g., HILDA, ABS, Australian Health & Wellbeing Survey)
- Identify and incorporate emerging national and international research and policy developments relevant to Good Shepherd's impact areas
- Work closely with client services to identify emerging trends that can inform research and policy priorities
- Support the CEO with translatable research for use in policy advocacy with government, funders and external stakeholders
- Disseminate research and advocacy work within Good Shepherd and externally

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

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- Develop constructive, collaborative relationships with other Good Shepherd team members and departments

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

Qualifications, Experience and Mandatory Requirements

- Postgraduate qualifications in social sciences, health, economics or a research qualification in the area of family violence, women's financial security or gender economics.
- Extensive experience in a research role in academia, corporate, community or government organization.
- Extensive experience in undertaking end to end research projects i.e., formulate research questions, design and methodology, collecting and analysing data and disseminating and communicating results in a range of formats e.g., reports, fact sheets, articles, web content.
- A satisfactory National Police Check
- A satisfactory International Police Check (if you have resided outside of Australia within the last 5 years)
- A current Employee Working with Children's Check (WWCC) or state equivalent
- Proof of Covid-19 vaccination

Key Selection Criteria

1. Extensive experience as a researcher in a policy area relevant to Good Shepherd.
2. A good understanding of the gendered dimensions of financial security and economic policy along with other systemic factors that impact the wellbeing of women.
3. Familiarity with key federal and state government strategies and portfolios relevant to women's financial security and gender equality
4. High level problem-solving, research and analytical skills and the ability to produce high quality analysis and advice in a time-pressured environment.
5. High level skills in qualitative and quantitative i.e., mixed methods data collection and analysis. Experience in using research software such as Stata/ SPSS/ Excel and NVivo or other relevant analysis tools
6. Applied understanding of intersectionality, including how the concept can be incorporated into research design and analysis.
7. Extensive experience in knowledge translation and embedding research evidence into policy and practice.
8. High level written and verbal communication skills.
9. Ability to work well in a team and to form and maintain strong internal and external collaborations and working relationships.

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
- 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
- Evidence of Covid-19 vaccination, or medical exemption
- You may be required to obtain particular vaccines or immunisations in order to perform the Inherit requirements of this position. This Includes but Is not limited to the COVID-19 vaccine/Immunisation

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.