Position Description
Senior Research Officer

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<tr>
<th>Location/s</th>
<th>Support Services</th>
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<tr>
<td>Reporting to</td>
<td>Manager - Research</td>
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<tr>
<td>Direct Reports</td>
<td>No direct reports. Supervision of Research Officers as directed by Manager - Research</td>
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<tr>
<td>Level</td>
<td>Band D</td>
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<tr>
<td>Date Updated</td>
<td>February 2017</td>
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**About the Role**
This role will work within the Research Department as a team member providing professional expertise and skills in research methodology, research design, data collection, data analysis, and the interpretation and presentation of research and evaluation results to assist the RAQ Research Department achieve the RAQ, and the RAQ Research, strategic goals. The Senior Research Officer will also have the opportunity to take a significant lead in the development, management and reporting of RAQ approved research projects as agreed with by the Manager – Research.

**Key Responsibilities**

**Research Responsibilities**
- With approval from the Manager - Research, take a lead on the development, resourcing, implementation and completion of research and evaluation that meets the RAQ Research Operations Plan and RAQ strategic plan. This includes completing ethics applications; conducting data collection and data management; supervising Research Officers on tasks specific to a research project; advanced data analysis and interpretation; and reporting of results.
- As directed by the Manager - Research and where relevant to a research or evaluation project, learn and apply behavioral coding skills; screening, assessment and interviewing skills; and therapeutic interventions skills specific to a research project. This may also include delivering training and support to staff in these skills, and monitoring and measuring research intervention quality and fidelity.
- Interpret RAQ research findings within the broader body of published literature, and provide practical recommendations that benefit client and organisational outcomes, giving consideration to principles of implementation science.
- Develop a thorough understanding of relevant research areas using a variety of methods (e.g. library materials, Internet databases, discussion with subject matter experts, attending training and professional development).
- Translate existing theoretical literature and empirical data into literature reviews, summary of the evidence, and organisational briefs. This could include reviews that inform the design of new research, models of practice and/or practice improvements.

**Writing, Presenting and Dissemination Responsibilities**
- Based on research and evaluation data, and taking into consideration what is already published on the subject matter, take a lead in:
  - Writing journal publications and organisational reports,
  - Presenting at conferences, workshops and RAQ venues
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| Writing, Presenting and Dissemination Responsibilities cont’d | • Assist the Manager - Research in:
  - Writing grant applications
  - Forming and maintaining collaborations with Universities and other researchers and stakeholders to support RAQ endorsed research. |

| Data Management Responsibilities | • Maintain research and evaluation documentation, literature, forms, data and databases in a manner that is secure (especially where data is confidential), and conducive to the efficient retrieval and revision of content.
• Ensure that research data is managed, stored, and destroyed in compliance with the requirements of the National Health Medical Research Council National Statement of Ethical Conduct in Human Research (NH&MRC, 2007). |

| Project Management Responsibilities | • Manage research and evaluation projects as designated by Manager - Research, including design, planning, monitoring and regular, timely reporting on progress to the Manager - Research and other project staff.
• Supervise Research Officers on tasks specific to a designated research project as directed by Manager - Research.
• Consult and Collaborate with key stakeholders (both internally and externally) as required by the Manager - Research. |

| Other Position Specific Responsibilities | • As requested by the Manager - Research collaborate on time sensitive requests for research inputs (e.g., tender submissions).
• Contribute to the development of a research ethos throughout RAQ via a range of methods (e.g., maintaining research Intranet page, writing brief reports, staff communications, developing and presenting research-oriented training events, etc).
• As requested by the Manager - Research work collaboratively with other teams in the organisation to facilitate and operationalise agreed upon programs of work (e.g., client outcomes measurement, quality assurance). |

| Other Organisational Responsibilities | • Adhere to all organisational policies, procedures, standards and practices.
• Act only in ways that advances RAQ objectives, values and reputation.
• Other duties, consistent with skills and experience, as directed by the reporting manager. |

About You
To be successful in this position you will have:

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<th>Required</th>
<th>Highly Desired</th>
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<tr>
<td><strong>Qualifications</strong></td>
<td>• Postgraduate qualifications in psychology, counselling, social work, behavioural sciences or health sciences.</td>
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<td>• Membership with a relevant professional body.</td>
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<td><strong>Experience</strong></td>
<td>• Demonstrated experience in designing and conducting research / evaluation projects in either a university, clinical or organisational setting.</td>
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<td>• Training and experience working therapeutically with clients (individuals, couples, families) in a variety of settings.</td>
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<td>• Experience with observational assessment (e.g., behavioural coding approaches).</td>
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Experience cont’d

- Experience monitoring the quality and fidelity of research implementation.
- Experience in applying screening, assessment and interviewing skills.
- Demonstrated experience training and supervising other staff on research/evaluation projects.
- Beginning track record as a published writer and presenter in chosen field of research expertise.

Knowledge

- Knowledge of research design and data collection methods.
- Knowledge of relevant Codes and Standards (e.g., Australian Code for the Responsible Conduct of Research, 2007).
- Knowledge of theories and determinants of healthy relationships.
- Knowledge of key therapeutic interventions and their efficacy.
- Knowledge of implementation science.
- Knowledge of evidence-based assessments and client outcome measurement approaches.

Skills

- Ability to apply advanced quantitative and qualitative data analysis techniques in statistical programs (e.g., SPSS).
- Project management skills.
- Demonstrated ability to solve complex problems and integrate knowledge from a range of sources and then synthesise information to develop an understanding of relevant theoretical and empirical concepts and fields of research.
- Highly developed interpersonal and communication skills, both written and verbal, especially in areas such as report writing, journal publications, conference presentations, and in the ability to translate theoretical, technical, and statistical concepts into accessible reports.

*It should be noted that Position Descriptions are under constant review and may be changed at any time.*