



Position Description

Position Title	Senior Strategic Initiatives Specialist
Mode of employment:	Maximum Term Contract (Part Time)
Time fraction:	0.5 – 0.8 FTE
Tenure:	12-month contract, potential to transition to permanent PT
Classification: Annual Salary:	Level 4 – Senior Specialist – Advanced \$150,460.87 \$76.14 per hour plus Super
Reporting to	Principal Consultant
Working relationships:	<ul style="list-style-type: none">• Internal: member of the Strategic Initiatives Group, and works collaboratively with teams across the organisation• External: funders, partner organisations and other key stakeholders
Other information:	Staff are required to: <ul style="list-style-type: none">• Undergo a National Criminal History Check prior to appointment and every 3 years after• Hold a Working with Children Check

Position Overview

About the Parenting Research Centre

The mission of the Parenting Research Centre is to help children and families thrive by driving improved ways of supporting parenting.

We are a national, independent, not-for-profit organisation dedicated to assisting governments and community organisations in designing and implementing effective parenting and family support. We work across health, education, disability, and welfare sectors. Our approach involves conducting policy-relevant research; synthesising and translating knowledge to make it more accessible and useful to families, policy makers and service providers; and by working with our clients to develop tailored, outcomes-focused solutions that are innovative and evidence-based, but also work in the real world.

Our corporate values are:

- Commitment: we believe in the importance of parenting
- Excellence: we do our best to apply scientific knowledge in a practical way
- Open-mindedness: we value learning and inquiry
- Innovation: we are flexible and creative

- Responsiveness: we respond to community needs
- Collaboration: we pool our knowledge and our resources
- Stewardship: we are trustworthy and accountable.

Our code of interpersonal behaviour is based on the values of:

- Respect: treat people with dignity and communicate their worth
- Responsibility: be dependable, trustworthy, and accountable
- Positivity: be positive and proactive, and focus on solutions and strengths
- Acceptance: embrace diversity, exercise tolerance, and look for the best in others.

Personal Competencies Required	Position Competencies Required
Integrity, professionalism, and strong professional ethics	Knowledge of and a commitment to the mission and values of PRC.
Creativity and entrepreneurial flair	Ability to think out of the box, tolerate uncertainty and scaffold clients and teams through learning and design processes.
Ability to produce work of high quality at a senior level	Experienced in producing quality outcomes at a senior level.
High motivation and energy	Ability to sustain high levels of productivity by influence and example.
Proactive and positive in solving problems.	Solution focussed with demonstrated decision-making and problem-solving skills.
Committed to teamwork and skilled in managing teams	Demonstrated interpersonal skills including people management, effective communication, collaboration, and contribution of ideas to achieve the desired result.
Enthusiasm for contributing to a learning environment.	Demonstrated ability to work in multidisciplinary setting with experience in effective co-design, negotiation, and problem resolution.
Commitment to ongoing professional development.	Clear understanding of own development needs, and commitment to continuous improvement, WH&S and Equal Opportunity principles.

Responsibilities

- Support the assessment and prioritisation of opportunities for increasing organisational impact and foster new avenues for business growth and development.
- Gather, review, and analyse business, industry, and market data, including KPIs, financial reports and other key metrics using data analytics tools and frameworks to support organisational decision making.
- Conduct thorough research, sector consultation and data analysis, and formulate business cases to inform decisions related to strategic business development.
- Lead the design and implementation of strategic initiatives that align with the Centre's strategic plan, shepherding ideas from concept to sustainable and profitable products and services, whilst identifying and mitigating risks to successful outcomes.
- Create informative, actionable, and repeatable reporting that highlights relevant business trends and opportunities for improvement.
- Collaborate effectively with various organisational stakeholders and groups.
- Cultivate strategic relationships and develop partnerships needed to open doors and realise new opportunities to increase impact and drive business growth.
- Help secure funding support for concept development, development, and feasibility testing, including the development of compelling pitches, presentations, and proposals.
- Monitor and evaluate the effectiveness, reach and impact of strategic initiatives and business development investment.
- Contribute to internal PRC cultural, social responsibility and wellbeing projects such as PRC's Reconciliation Action Plan.

Key Selection Criteria

ESSENTIAL

1. Demonstrated commitment to improving lives through evidence-based policy and practice solutions.
2. Strong business acumen with demonstrated success in driving business growth, creating value and identifying revenue opportunities.
3. Exceptional networking skills, proven experience in stakeholder engagement, partnership development, and business development roles with a strong track record of driving initiatives from initial concept to successful implementation
4. Demonstrated experience in project management, including the ability to plan, execute, and monitor projects ensuring that goals are achieved efficiently and effectively.
5. Business Process knowledge (e.g., Workflows, rules, processes, and efficiencies).
6. Willingness and ability to immerse in specialised content areas and engage deeply with relevant issues.
7. Excellent verbal and written communication skills with the ability to balance attention to detail with a clear strategic vision. Able to communicate effectively with staff, stakeholders, and adept at writing for both technical and non-technical audiences.
8. Ability to communicate a vision with a keen eye for reviewing, challenging, and crafting impactful business proposals and partnership agreements to enhance competitive positioning and successful delivery.
9. High level digital literacy, self-sufficiency, and confidence in the use of information and communication technologies—brings knowledge of multiple data tools/systems.

DESIRABLE

1. Postgraduate degree in a relevant field (e.g., Business, Business Administration, Commerce, Finance, Marketing, or similar).
2. Deep understanding of, and experience with, the community services, health, and education sectors, preferably in relation to children and parents.
3. Knowledge and ability to apply best-suited project management approaches across the waterfall, agile and lean disciplines.
4. Demonstrated experience in data analytics, systems, and reporting

Approvals

Employee's signature: _____ Date: ____/____/____