

## Position Description

Position Title	Senior Research Specialist
<b>Mode of employment:</b>	Part time or full time
<b>Time fraction:</b>	Up to 1.0 FTE
<b>Tenure:</b>	ongoing
<b>Line Manager</b>	Principal
<b>Working relationships:</b>	<p>You will be a team player, with excellent communication skills, who excels at getting high quality work achieved. The Senior Research Specialist will:</p> <ul style="list-style-type: none"> <li>• Report to the designated Principal</li> <li>• Mentor and support other researchers</li> <li>• Participate in internal senior management forums</li> <li>• Work closely with senior managers in other areas of organisational practice and operational managers, including finance and communications</li> <li>• Work closely with organisational partners and stakeholders</li> </ul>
<b>Other information:</b>	All staff are required to sign an Intellectual Property Agreement and undergo successful Working with Children and National Police Checks prior to appointment.

## Position Overview

This new position is part of the Centre's commitment to building areas of our work that require high level research and evaluation skills. The Senior Research Specialist is a senior role that requires high level technical and people management skills.

You will be responsible for the delivery of multiple projects across a diverse range of family and parenting related sectors and issues. Work will be varied, shaped by the organisation's strategic priorities, and the Centre's current portfolio of projects, and could vary from discovery research to program evaluation. Your contribution will help build the Centre's strategic competitiveness, whilst creating opportunity to develop areas of personal interest and expertise that fit with our strategic direction.

Internally, you will manage complex projects as well as project managers leading their own projects. Externally, you will manage key stakeholder relationships and you will contribute to business development by leading the development of successful tenders and project proposals. In addition to helping the Centre build its business, and ensuring

high quality and timely project deliverables, you will play a major role in developing staff, supporting the development of organisational capacity in research and evaluation, and helping to shape and pursue organisational priorities.

### **About the Parenting Research Centre**

The Parenting Research Centre is an independent, not-for-profit organisation supported by government funding and fee for service. We seek better outcomes for children by increasing effectiveness and fostering innovation in the way families are supported in their parenting.

The Parenting Research Centre works with governments and community organisations in the fields of health, education and welfare. We are a leading intermediary organisation that brings scientific rigour to the practical task of improving the quality and effectiveness of services and supports provided to children and families.

### **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
Strong professional ethics and integrity	Commitment to the values of PRC Demonstrated ability to exercise a high level of discretion and sound judgement when dealing with sensitive and confidential matters.
High levels of motivation and energy	Results oriented, highly productive
Ability to be proactive and positive in solving problems	A willingness to show high motivation, to establish priorities, set and maintain deadlines with a demonstrated ability to use initiative

Personal Competencies Required	Position Competencies Required
Commitment to teamwork	Demonstrated communication and interpersonal skills including problem resolution and negotiation
Eager to participate and contribute to a learning environment	Demonstrated ability to collaborate and work in a multi-disciplinary setting
Commitment to ongoing professional development	Clear understanding of own development needs, plus commitment to continuous improvement, OH&S and Equal Opportunity principles

### Key Responsibilities

1. Design, establish and deliver projects requiring strong quantitative and qualitative research methodologies as directed
2. Lead the development of competitive tenders, consultancy and contract project proposals
3. Build high performing project teams, and facilitate strong relationships both internally and externally
4. Work in an integrated way with project teams led by others as required, bringing high-level research and evaluation expertise to help achieve project outcomes
5. Follow research quality control processes, including accurate reporting of research and the quality management of project outputs
6. Manage, support and mentor staff in applied research and evaluation
7. Manage complex stakeholder relationships, including funders, and represent the Centre at relevant forums
8. Other duties as required

### Key Selection Criteria

#### ***Essential***

1. Relevant post-graduate qualification in a social science discipline that included complex data analysis coursework (e.g., psychology, epidemiology)
2. Relevant knowledge in family, children or parenting fields
3. You will thrive in a fast-paced environment, and have demonstrated skills at defining key outcomes, identifying critical pathways, and troubleshooting project obstacles
4. Demonstrated ability to achieve results through genuine collaboration with a diverse range of internal and external stakeholders
5. Exceptional conceptual, analytical and problem solving skills
6. Highly skilled and experienced in designing and conducting quantitative research, especially survey design and quantitative data analysis of large scale and/or population-level datasets.
7. Confidence using statistical software (e.g. SPSS) for multivariate analysis (e.g. multiple regression, factor analysis, logistic regression)
8. Impressive track record in establishing and delivering research and evaluation projects

within agreed timeframes

9. Evidence of a high level of personal productivity and work impact
10. Strong teamwork skills and demonstrated capacity to lead successful project teams
11. Exceptional written and verbal communication skills

***Desirable***

1. PhD level research training
2. Advanced skills in statistical analysis using packages such as STATA or SPSS
3. Experience and skills in qualitative research
4. Strong presentation skills