

Position Description

Position Title	Project Officer – Research and Business Development
Department	Organisational Development
Program	Organisational Development
Location	South
Classification Level	Level 3

About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. Our vision is for all Tasmanians to enjoy positive, respectful and fulfilling relationships. Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status.

Our Values

At Relationships Australia Tasmania are guided by our values in everything we do:

- Willing to Serve
- In It Together
- People Matter
- Looking Forward

Position Summary

The Project Officer – Research and Business Development will work within the Organisational Development team to coordinate research and evaluation activities at the program level and organisation wide. The position is responsible for developing and leading research and evaluation activities such as the six-monthly client satisfaction evaluation, monthly client exit evaluations, support the submission of grants and tenders, support the coordination of our Employee Assistance Program, and support other tasks as required.

Key Areas of Responsibility

- Coordinate and undertake research activities including national research projects, program and organisation-level evaluations, and whole of organisation research initiatives

- Assist the Manager – Quality and Innovation with strategic projects such as funding and policy submissions
- Draft research reports, briefings, policy submissions, other correspondence and briefings
- Identify opportunities and supports for program evaluation, business development and research activities within the organisation
- Report regularly on the status and results of research activities
- Ensure the timely collection and entry of data associated with client surveys and evaluations
- Participate in committees and/or working groups which relate to the role and represent RA Tas at meetings/events as required
- Any other duties as required and within the general scope of responsibilities of this position

Position Relationships

Supervisor	Manager – Quality and Innovation
Direct Report(s)	Nil
Other(s)	CEO Leadership Group, Management Team, external stakeholders, Organisational Development Team

Extent of Authority

The Project Officer informs and guides to gain the acceptance of others regarding the practices, systems and processes required to achieve program and service delivery outcomes. Freedom to act is within defined established procedures and problems can usually be solved by reference to procedures, documents methods and instructions.

Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation’s Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
 - Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
 - Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities
 - Promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times
- Our organisation is a Child Safe organisation and takes child protection seriously. As an employee of RA Tas, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines

Selection Criteria

Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. Completion of relevant tertiary qualifications and/or an equivalent combination of relevant experience, education and training
2. Demonstrated experience in designing and undertaking research projects, including development and tailoring of research methodologies, and qualitative and quantitative data analysis
3. Familiarity with software related to data collection and analysis (including Excel, Survey Monkey and other CRM databases)
4. High level oral and written communication skills including professional writing, presentations and resource development
5. Ability to work with competing demands and objectives and work independently and as part of a multi-disciplinary team
6. Ability to lead, convene and support meetings, working groups and forums
7. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

Desirable Attributes

8. Current drivers licence
9. Previous experience in the Microsoft Office suite, including Excel

Special Requirements

- Appointment to this position will be subject to a current and satisfactory National Police Check and Working with Children Registration
- Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference checks, identity check, qualification checks and professional registration checks.
- Some intrastate and interstate travel may be required in the position from time to time.

Working Conditions

- Some out of hours work may be required in order to satisfy operational requirements

Approval

Michael Kelly

CEO

December 2020