



Position Title:	Research Officer
Hours:	22.5 hours per week (3 days) ongoing
Duration:	Permanent
Reporting to:	CEO

Introduction

Women's Health in the South East (WHISE) is the regional women's health service for the Southern Metropolitan Region of Melbourne. WHISE is a not-for-profit organisation that focuses on empowering women

We work across 10 local government areas. Our area of work is called the South Metropolitan Region and consists of approximately 1.3 million people, representing about one-quarter of the state's total population. We cover Port Phillip, Bayside, Kingston, Frankston, Stonnington, Glen Eira, Dandenong, Cardinia, Casey and Mornington Peninsula.

Our Vision is to see that *all women in our region are safe healthy and thriving.*

One of 12 Women's Health Services across Victoria, we proudly work in our region to create equity by learning, educating and advocating for all women. We create positive and productive relationships based on understanding, and evidence, with leaders, individual's communities and organisations. We work to improve the health and well-being of women in our region by providing health information and education to governments, organisations, education providers, and community groups. Our team of health promotion professionals work to promote gender equality, sexual and reproductive health and the prevention of violence against women.

Key Documents:

- WHISE Strategic Plan
- WHISE Social Impact Framework

Position Objectives

Within the remit of WHISE's role, the research officer works across the organisation, to coordinate and undertake work to produce research products that:

1. Translates and communicates the evidence base to our partners on matters of women's health
2. Communicates and credibly presents the impact of our work
3. Applies the evidence base to the needs of our region
4. Build the capacity and capability of our teams around the translation,

presentation and communication of primary prevention and health promotion for women's health

Contributing to the overall goals of WHISE, this role will also:

- Review and analyse existing research in the primary prevention for women's health area to add value and evidence to WHISE's Project Work;
- Support the Communications activity of WHISE by highlighting quality evidence on women's health and primary prevention to assist in positioning the work and relevant of WHISE in the local region.
- Run an annual program of work for the research function at WHISE

Key Responsibilities

The key responsibilities in this role are to:

- Work with management to develop the annual social impact report (including reporting against our community net benefit)
- Work with the team support the production of reports and evaluation of WHISE programs and strategies in health promotion and primary prevention including WHISE Integrated Health Promotion Plan (IHP). Work collaboratively with the WHISE health promotion team to build the next suite of women's health strategies.
- Collect and analyse a range of data in keeping with agreed project plans; Conduct and record face-to-face and/or telephone interviews with subjects, in accordance with predetermined interview protocol, data collection procedures and documentation standards; Review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected;
- Work across the organisation to provide evidence and data to assist in the preparation of any funding submissions and proposals to granting agencies and foundations; support the team to improve the systems and process to improve evaluation and evidence practice
- Review current literature to support agreed work plans; Maintain and update the WHISE Environmental Scan (online and hard copy)
- Design high quality survey's and data gathering tools to ensure that WHISE's projects are achieving required goals and the needs of the community;
- Maintain quality records of work including evidence and data library through the WHISE Sharepoint Research Library;
- Work collaboratively with all team members to realise the goals of WHISE
- Support projects and the activities of WHISE by contributing to reports as required by funding agencies or other external stakeholders.

Quality Improvement

Assist in the development of the organisation's overall Quality Improvement Plan;

- Initiate and participate in the development and review of WHISE policies and procedures.

Occupation Health and Safety

- Follow safe work practices, procedures, instructions and rules;
- Perform all duties in a manner, which endures personal health and safety and that of others in the workplace;
- Report all hazards or incidents that cause or may cause harm.

General Requirements

- Provide courteous advice and assistance to clients and visitors of WHISE;
- Maintain effective working relationships with staff and regularly participate in team and organisational activities;
- Understand the budget constraints and where possible suggest strategies for improvement;
- Be conversant with computer systems and other technology relevant to the position;
- Carry out all other duties as directed consistent with WHISE's Strategic Directions;
- Apply a risk management approach to all tasks undertaken at work.

Selection Criteria

Essential

- Degree in related discipline and practical experience of working as a research assistant across a number of projects simultaneously;
- Experience in a research role in a similar organisation
- Practical experience of and implementation of quality data collection practices (qualitative and quantitative) statistical and graphical analysis of data as well as demonstrated ability to present complex data in a clear concise way to aid broad understanding across a diverse audience; experience in pulling together professional research reports for a broad audience
- Familiarity with research design, knowledge management; within an industry context
- Demonstrated ability to communicate with women from a diverse range of backgrounds;
- Demonstrated ability to use Microsoft office programs independently including working through cloud based applications; working knowledge of how to use web design platforms (Wordpress)
- Demonstrated ability to adapt to different situations and tasks on a day to day basis;
- Demonstrated understanding of and commitment to the philosophy, values and the feminist framework on which the organisation is based;
- Proven ability to work both independently and cooperatively as part of a team;
- Critical thinking and high level of attention to detail.

Desirable

- Knowledge of the Southern Metropolitan Region;
- Fluency in a second language, and/or familiarity with a second cultural or ethnic group would be well regarded;
- Current driver's license.

Terms and Conditions

The successful applicant will be required to undertake a police records check and Working with Children check. Appointment is subject to the outcome of these checks;

All employees are required to sign and comply with WHISE's Code of Conduct - Code of Behaviour in the Workplace and Confidentiality and Privacy;

All volunteers 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 co-operating with any measures introduced into the workplace to improve Occupational Health & Safety;

Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or diseases that might be affected by employment in this position.

WHISE offers a competitive package including salary packaging benefits. Employees are able to negotiate working from home arrangements.

WHISE has an equal opportunity employment exemption.

Date Reviewed: November 2020

Date of Next Review: November 2022
