

Duty Statement

Title: Senior Research and Policy Officer

Advertisement:

Research, policy and a culture of evidence based advocacy and decision making are central to reducing drowning and promoting swimming, water safety and lifesaving across Australia.

The impact and effectiveness of Royal Life Saving research, campaigns, policies and programs depends on our ability to create, communicate and partner across a range of research and policy disciplines.

The position of Senior Research and Policy Officer undertakes a range of research resulting in advice, published reports, issue papers and academic articles in support of the Australian Water Safety Strategy, and aimed at extending the organisations advocacy, programs and services.

You will have a keen interest in field of research, and translating those insights into changes in policy, advocacy and programs. You will enjoy working as part of a team, and with a range of passionate stakeholders and partners, and be interested in taking the lead in one or more of our key research themes.

Our research program is expansive and opportunities include epidemiologic studies into drowning, program evaluation, and strategic water safety policy and planning, policy impacts on drowning prevention, indigenous health, social and economic impacts of the aquatic industry workforce. Research themes and topics are allocated across the research team based on interest, skills and professional development.

Royal Life Saving is supportive of continuous learning and encourages further study. Many of our team have combined work with masters and PhD level programs of research. We are open to research partnerships and flexible work arrangements.

Aboriginal and Torres Strait Islanders and people from a culturally and linguistically diverse background are encouraged to apply.

A position description is available by emailing sfung@rlssa.org.au. Enquiries can be made via email to Justin Scarr CEO via jscarr@rlssa.org.au or (02) 8217 3112.

Applications should include a cover letter, CV and a statement addressing the selection criteria. Applications should be emailed to jscarr@rlssa.org.au or posted to CEO, Royal Life Saving Society – Australia, PO Box 558 Broadway NSW 2007.

Selection Criteria:

Please address the selection criteria outlining skills, qualifications and relevant experience

- Research, analysis and conceptual ability
- Project management skills
- Written and verbal communication skills
- Flexibility and adaptability
- Depth of understanding/experience in drowning or related sector i.e. injury prevention, public health

Applications will be considered on submission, and will close formally on Friday 15 June 2019.

Job Description:

Research, policy and a culture of evidence based advocacy and decision making are central to reducing drowning and promoting swimming, water safety and lifesaving across Australia. The impact and effectiveness of Royal Life Saving research, campaigns, policies and programs depends on our ability to create, communicate and partner across a range of research and policy disciplines.

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Our work is guided by the Australian Water Safety Strategy, which we develop and promote alongside a range of sector and Government Partners. We are equally passionate about promoting the many health, social, and economic benefits of participation in aquatics.

The position of Senior Research & Policy Officer is responsible for conducting research that ensures our focus is informed by evidence. This position produces a range of research reports, issue papers and articles in support of the Australian Water Safety Strategy, and aimed at extending the organisations advocacy, programs and services.

You will work as part of a research team with some flexibility in choosing a methodological or topic area(s) of speciality. Research topics can span from; the impacts of swimming on social, health and economic outcome; to water safety policy and planning; to proposing, testing and monitoring programs targeting at-risk communities; and/or to environmental factors impacting on drowning and water safety. Research processes can include quantitative or qualitative research, and evaluations.

Royal Life Saving works with an extensive network of State and Territory Member Organisations (STMOs), Industry Stakeholders, Government, Institutions and Partners. The ability to create networks is important to the success of this role, as is the ability to maintain a range of external research and policy based partnerships that focus on achieving our objectives.

Scope of Duties:

- 1) Conduct drowning prevention research in partnership with organisational, government, institutional and industry partners.
 - Conduct and contribute to a range of research projects including drowning fatalities, surveys, literature reviews and critical reviews of relevant policies, programs and practices relevant to drowning prevention in Australia and internationally
 - Develop, review and support implementation of Royal Life Saving Drowning Prevention Programs in partnership with management, committees and industry
 - Identify new research, policy and program development opportunities through consultation, investigations and via partnerships
- 2) Contribute to the Royal Life Saving National Fatal Drowning Database, ensuring the accuracy and completeness of records, and effective liaison with stakeholders including the National Coronial Information Service (NCIS).
 - Ensure ongoing refinement and application of Royal Life Saving drowning definitions
 - Conduct case confirmation and statistical analysis
 - Ensure a strong organisational relationship with the NCIS, and other data collection systems and approaches
 - Ensure adherence to strict ethical protocols in storage, use and reporting of data
 - Ensure alignment of data collection processes and case inclusion/exclusion with STMOs and relevant external partners
- 3) Produce drowning research publications including the Royal Life Saving National Drowning Report, and longitudinal investigations into the patterns of drowning across Australia.
 - Contribute to the Royal Life Saving National Drowning Report
 - Conduct investigations and produce reports on a range of drowning issues
 - Interrogate data to identify issues and themes for further investigation and to establish priorities
 - Respond to data enquiries and assist in drowning related research with STMOs
 - Conduct media and advocacy activities to support dissemination of research and policy positions
 - Explore innovative ways to communicate data including through the use of video and animated infographics

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- 4) Develop and manage partnerships that contribute to RLS drowning prevention objectives, and maximise impacts on policy, practice and organisational effectiveness
- 5) Develop, review and promote RLS policy and research in drowning prevention and water safety related areas
 - Conduct research into policy related areas relevant to health and drowning prevention
 - Develop and write internal and external issue papers and articles
 - Support and participate in RLSS media and communications activities
- 6) Advocate drowning prevention evidence and policies in a range of settings including at workshops, conferences, high level meetings and through the media
- 7) Write submissions and proposals to secure resources for research and policy development.
 - Identify grant and funding opportunities
 - Write and/or contribute to submissions
 - Support Management and STMOs in securing and/or justifying funding

Responsible To: National Manager Research & Policy

Subordinate Staff Directly Supervised: Nil

Subordinate Staff Indirectly Supervised: Nil

Works directly with: Senior Research Officers x 3

Works indirectly with: Chief Executive Officer, Executive Team, Portfolio Managers and Royal Life Saving STMO networks

Limits of Authority:

- Limited to scope of duties as listed above and other duties as required.

Qualifications Required:

- Masters level qualification in a Public Health, Research or Policy related discipline.
- PhD or willingness to commence program

Experience Required:

- Experience in a research, public health or policy related environment
- Experience conducting or coordinating research
- Experience with IBM SPSS is desirable

Skills required:

- Knowledge of policy development and analysis
- Ability to establish relationships and influence stakeholders using evidence
- Ability to develop and implement projects
- Ability to write reports, articles and funding submissions
- Effective written and verbal communication skills
- Well-developed organisation and problem solving skills and the ability to successfully manage competing issues and meet deadlines

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- Ability to work unsupervised
- Excellent time management skills
- Strong MS Word, Excel and Powerpoint Skills
- Experience with IBM SPSS or willingness to learn would be highly desirable.

Performance Evaluation:

- An employee performance appraisal and salary review will be conducted annually.

Reporting:

- Provision of a written quarterly report on the progress of objectives set in the Work Plan to the National Manager – Research and Policy
- Provision of an annual report against agreed objectives to the National Manager – Research and Policy

Aboriginal and Torres Strait Islanders and people from a culturally and linguistically diverse background are encouraged to apply.

Approved By:
(Chief Executive Officer)

Date:

Acknowledged By:

I have read and understand the above responsibilities.

Name:
(Please Print)

Signature:

Date: