



Research Director

POSITION TITLE	:	Director, Research
REMUNERATION SCALE	:	Grade 6
SALARY RANGE	:	\$110,000 to \$134,000 (plus super)
REPORTS TO	:	Deputy Chief Executive Officer, Catholic Social Services Australia (CSSA)
FULL TIME EQUIVALENT	:	1.0 FTE
HOURS PER WEEK	:	Thirty-seven and a half (37.5) hours a week
LOCATION	:	Braddon, ACT
AUTHORISED BY	:	The Chief Executive Officer, Catholic Social Services Australia (CSSA)
DATE	:	April 2018

Primary Objectives

This senior role is responsible for the key activities in the Research function including the delivery of high quality research outcomes to contribute to CSSA's social and economic policy advocacy. The role develops strategy to strengthen CSSA's research profile including identification and prioritisation of research activities, securing funding partnerships and building strong relationships with stakeholders including the membership network and academia. The role also requires the ability to design primary research studies and analyse data.

Major Accountabilities

- Develop and implement CSSA's research strategy and activities to support policy and advocacy initiatives.
- Scope and develop new research projects and funding partnerships.
- Manage CSSA research projects and activities.
- Undertake in-house research from the point of concept development through design and data analysis to documentation of results.
- Develop high standard analytical submissions and reports.
- Pursue research grant opportunities.
- Build effective communication strategies and client service processes.
- Promote and represent CSSA in relation to research and funding initiatives.

Organisational Environment

Social services are essential to the mission of the Catholic Church. CSSA is the Catholic Church's peak national body for social services, providing leadership in advancing the social service ministry of the Catholic Church in Australia. CSSA envisages a fairer, more inclusive society that reflects and supports the dignity, equality and participation of all people.

As a national advocate, CSSA works with its members to produce evidence/research that informs public opinion and assists lawmakers to develop just and compassionate social and economic policies that will improve the lives of the poor and vulnerable in Australia. In doing so, CSSA fosters connectedness and partners with Catholic social service providers.

To this end, CSSA challenges the structures in society that lead to experiences of poverty and disadvantage. It promotes and supports Catholic identity in the social services sector and, through the work of its members, supports the delivery of a wide range of social service programs to assist over 500,000 Australians annually.

The Director Research is responsible for developing and implementing the key activities in the CSSA research function.

All staff within CSSA are expected to:

- Contribute to the implementation of the vision, mission and values of CSSA in a way that promotes a fairer, more inclusive society that preferentially assists people most in need.
- Build an organisational culture that promotes the Catholic mission, values and vision of CSSA, and foster behaviours and outcomes consistent with that culture.

Risk and Work Health and Safety

Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

Promote and implement work health and safety and risk mitigation processes within your workgroup.

Comply with Australian Catholic Bishops Conference (ACBC) corporate work health and safety practices.

Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

Participate in the consultative processes provided by the organisation.

Key Communications

CSSA Chief Executive Officer

CSSA National Office staff

Academic Institutions

CSSA Members

CSSA Board

ACBC staff

Relevant Parliamentary members, their staff and Government officials

Relevant government bodies, peak bodies and NGOs

Accountability (Independence and Influence)

The Director Research will make decisions related to the day to day monitoring of strategic initiatives and whole of organisation activities and will work collaboratively with the staff who are working on those activities.

The Director Research will make decisions about allocation of work, changes to project priorities in relation to whole of organisation activities and membership services

The Director Research will refer all decisions to the Deputy CEO that are beyond the scope of the position in line with the CSSA Delegations Policy.

Job Environment

The Director Research sets organisational objectives in consultation with the CEO and Deputy CEO, and determines CSSA internal policies and strategies with regard to the Research functions.

The Director Research has control over their own work and the work of their direct reports, and works collaboratively to implement strategic initiatives and activities.

Reasoning

The Director Research works at a high level within CSSA, which involves gathering information from many sources, strategic evaluation of alternatives and decision-making and making recommendations to the CEO, CSSA Board and CSSA Members through the Deputy CEO.

Challenges

The Director Research will be challenged by the scope of functions, conflicting priorities, coordinating the shared activities of a busy team of professionals, managing a diverse group of stakeholders who sometimes have conflicting interests, and keeping abreast of a wide range of social service programs, changing legislation and social conditions.

Knowledge, Skills and Experience (these criteria must be addressed in your application)

- A tertiary qualification in the field of social and/or economic research or a minimum of five years relevant experience at a senior level preferably in the research field.
- Excellent interpersonal and liaison skills with ability to build and maintain effective working relationships with a wide range of internal and external parties, in particular academic institutions.
- A proven track record of achievement in the development and success of research projects including managing complex strategic projects within available resources.
- Experience leading, coaching and developing research teams.
- A strong knowledge and understanding of the research environment and funding mechanisms.
- Knowledge of the Catholic not-for-profit social services sector.
- Ability to provide timely, accurate and effective consultation, coordination and advice on areas of accountability.
- Advanced written and verbal communication and presentation skills.
- Ability to integrate and promote Catholic social teaching across CSSA's research activities.
- A commitment to work in an organisational culture that promotes the Catholic mission, values and vision of CSSA and to foster behaviours and outcomes consistent with that culture.

Position Impact

Operational/Capital Budget \$TBA in line with CSSA delegations policy.