

**Title:****Senior Research and Policy Officer****Job Description:**

The position of Senior Research and Policy Officer is responsible for leading high quality quantitative and qualitative research to ensure that our drowning prevention work is informed by evidence. This position produces a range of research reports, issue papers and articles in support of the Australian Water Safety Strategy 2030 and works to extend Royal Life Saving's drowning prevention advocacy, programs and services.

You will be part of an innovative and motivated research team that generates evidence-based advocacy to inform drowning prevention strategies, promoting swimming, water safety and lifesaving across Australia. 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. This role has a strong focus on epidemiological research, policy development and reviews, 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 and manage networks is important to the success of this role, as is the ability to forge a range of external research and policy-based partnerships and lead strategic projects that focus on achieving our objectives.

Royal Life Saving is supportive of continuous learning and encourages further study. Many of our research staff have combined work with Masters and PhD level programs of research.

**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 fatal and non-fatal drowning analysis, 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 research and programs in partnership with management, committees and industry
- Identify new research, policy and program development opportunities through consultation, investigations and via partnerships

**2) Develop and manage partnerships that contribute to RLS drowning prevention objectives.**

- Develop and manage partnerships to ensure maximisation of impact of policy, practice and organisational effectiveness

**3) Develop, review and promote RLS policy and research in drowning prevention, water safety and health-related areas.**

- Lead and conduct research into policy related areas relevant to health and drowning prevention, with a strong focus on epidemiological drowning studies
- Develop and write internal and external issue papers and articles
- Support and participate in RLSS media and communications activities

**4) Advocate drowning prevention evidence and policies in a range of settings including at workshops, conferences, high level meetings and through the media.****5) Write policy submissions and proposals to secure resources for research and policy development.**

- Identify grant and funding opportunities
- Write and/or contribute to funding and policy submissions
- Support management and STMOs in securing and/or justifying funding

## Responsibilities, Reporting, Skills, Qualifications, and Performance Evaluation

**Responsible To**

- National Manager – Research and Policy

**Staff Directly Supervised**

- Nil / TBC

**Staff Indirectly Supervised**

- Nil / TBC

**Works directly with**

- Research and Policy Managers and Officers

**Works indirectly with**

- Chief Executive Officer
- Executive Team
- Portfolio Managers
- Royal Life Saving STMO networks
- External partners and networks

**Limits of Authority**

- Limited to scope of duties as listed above.

**Qualifications Required**

- Postgraduate level qualification in a Public Health, Research or Policy related discipline

**Right to work**

- Must hold legal right to work in Australia, which may include: Australian citizenship, Australian residence and/or applicable work visa.

**Experience Required**

- A minimum of 5 years' experience in a research, public health, health promotion or policy related environment
- Experience conducting or coordinating research projects
- Experience with IBM SPSS is desirable

**Skills Required:**

- Quantitative research skills and data analysis
- 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
- Ability to work unsupervised
- Excellent time management skills
- Strong MS Word, Excel and PowerPoint Skills
- Experience with IBM SPSS or willingness to learn is highly desirable

**Selection Criteria:****Please address the selection criteria outlining your skills, qualifications and relevant experience**

1. Research skills, data analysis and knowledge translation
2. Project management skills
3. Written and verbal communication skills, including presenting research and any media experience
4. Flexibility and adaptability
5. Depth of understanding/experience in drowning or related sector i.e. injury prevention, public health, health promotion

**Benefits:**

- Work for an organisation with a demonstrable commitment to social impact and inclusion.
- Work for a cause with other like-minded people.
- Work with an inclusive and welcoming nationally dispersed team.
- Flexible working arrangements including working-from-home and/or adjusted work schedules are available.
- Tax and salary packaging benefits.
- An attractive salary and package for the role.
- All work-related travel and associated expenses are covered.

**Performance Evaluation:**

- An employee performance appraisal and salary review will be conducted annually.
- Projects will be evaluated for the performance of objectives through formal and informal means as needed.

**Reporting:**

- Provision of a written quarterly report on the progress of objectives set in the Work Plan.
- Provision of an annual report against agreed objectives.
- Provision of a written report against key media performance indicators.

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:** .....