



## VACANCY

# Research Officer

Do you want to work in one of Australia's leading organisations providing treatment and rehabilitation to torture and trauma survivors; that's quality focused, diverse & committed to making a difference in the lives of vulnerable people in communities?

Come & join us!

### The Organisation

"STARTTS is a not-for-profit Affiliated Health Organisation focused on providing a broad range of services to refugees in NSW. The focus of STARTTS approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths."

### The Role

The Research Officer position will provide support to the Research Team Leader and the overall team. This role requires highly developed organisational skills and the ability to participate, support and contribute to the implementation of multiple research and evaluation projects while keeping data up-to-date and easily accessible

The primary duty of this position is to provide research support to the Research Team Leader, including responsibility for the day-to-day management and implementation of research projects. This requires good presentation skills for producing research and evaluation findings in a style that is comprehensive and clear for a given audience to understand, whether that be in scholarly articles or briefings with other members of STARTTS. The role also encompasses training of STARTTS staff, supporting them in the use of psychological instruments, help prepare presentations, slides and handouts.

The successful applicant will be part of a multicultural and multi-disciplinary team.

### Skills and Qualifications Required

#### **Essential:**

1. Relevant post-graduate qualifications in psychology, behavioral or social sciences, and relevant work experience in areas of social sciences, psychology, research or data analysis.
2. Demonstrated knowledge of research methodology, proven ability to conceptualize and carry out research studies, analyses and reporting, preferably in health and mental health areas.
3. Highly developed computer skills for the purpose of analysis, specifically Microsoft Excel (or equivalent), knowledge or initiative of learning other statistical analysis programs such as SPSS.
4. Demonstrated superior time management skills to deliver projects efficiently and on time.
5. Excellent written, oral and interpersonal communication skills; and ability to work with minimal supervision as part of a multicultural and multidisciplinary team.
6. Understanding of cultural and ethical issues relevant to the development of research programs with refugee communities.
7. Knowledge of relevant Codes and Standards (e.g., Australian Code for the Responsible Conduct of Research, 2018).
8. Current NSW Driver's License.

#### **Desirable:**

1. Understanding of the principles and practice of Field and/or Action Research.
2. Bilingual in a relevant community language.
3. Experience in working with interpreters.

**NB: Depending on the role, if appointed, as well as a Criminal Record Check clearance you may need a current 'NSW Working With Children Check' clearance, follow this link for information: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/paid-workers>**



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\*This position is considered child-related employment and will require a Working with Children Background Check and a National Police Check.

*\*All STARTTS workers are required to have received at least one dose of a COVID19 vaccine by 30 September 2021 and two doses by 30 November 2021 or have an approved medical contraindication certificate. You will be required to provide a record of your COVID-19 vaccination status if successful.*

### **SUBMITTING A JOB APPLICATION**

To view the position description (including selection criteria) and instructions on how to submit your application, please refer to the jobs section of STARTTS website: <https://www.startts.org.au/jobs/>

1. Fill out the [STARTTS Application for Employment Form](#)
2. Write a **Statement Against the Selection Criteria** outlining how you meet the selection criteria (see the guide "[How to apply for a job at STARTTS](#)")
3. Updated **Curriculum Vitae**
4. Copies of relevant Qualifications
5. Statements of Service from previous relevant roles (if applicable, please ask us for a sample)
6. A cover letter is optional.
7. Email your applications to: [STTS-Jobs@health.nsw.gov.au](mailto:STTS-Jobs@health.nsw.gov.au)

**Position No:** 1020-2

**Closing date:** Friday 26<sup>th</sup> November 2021

**Enquiries:** Ms Shakeh Momartin – Research Team Leader on 02 9646 6700

**Work Type:** Full time, 38 hours per week. Contract up to 1 Year

**Location:** Carramar

**Salary:** Health Education Officer, or other relevant classification based on qualifications, experience and requirements of the role under the NSW Health Awards. A generous salary packaging scheme is also offered to reduce the taxable income and increase the take home pay.

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