

# ANROWS

AUSTRALIA'S NATIONAL RESEARCH  
ORGANISATION FOR WOMEN'S SAFETY

*to Reduce Violence against Women & their Children*

## Information Package –Project Officer (Evaluation)

The Project Officer (Evaluation), will assist the Project Manager and Senior Research Officer, respectively in the implementation of the evaluation of a major project designed to support women with disability experiencing domestic, family or sexual violence.

### About ANROWS

Australia's National Research Organisation for Women's Safety (ANROWS) aspires to be an innovative research organisation with authoritative leadership and high impact to support the National Plan to Reduce Violence against Women and their Children 2010-2022 (the National Plan). Our mission is to deliver relevant and translatable research evidence which drives policy and practice, leading to a reduction in the levels of violence against women and their children.

ANROWS is funded primarily by the Commonwealth and state and territory governments of Australia to assist them in achieving the National Plan's vision of women and their children living free from violence and in safe communities.

As a national research organisation, ANROWS has three intersecting core functions: leadership, knowledge production and knowledge translation and exchange.

ANROWS's leadership function includes the production and promotion of the National Research Agenda to Reduce Violence against Women and their Children, building research capacity in this area and advocating for evidenced based policy and practice.

Through its knowledge production function, ANROWS will produce evidence to guide Australian governments and practitioners in their work towards ending violence against women and their children.

The evidence ANROWS and others produce will be translated from academic research reports into accessible resources that highlight the implications of research findings for evidence-based policy and practice. ANROWS recognises that knowledge production, translation and exchange is a multi-lateral process and that it has a pivotal role in the exchange of knowledge between its stakeholders.

### About the position

This is a 0.8/1.0 FTE position (37.5 hours per week, negotiable), reporting to the Project Manager and Senior Research Officer and is located at the ANROWS national office in Sydney (Level 11, 31 Market Street, Sydney, NSW 2000). The appointment is for a fixed term from commencement until 30 June 2019.

### Remuneration and leave entitlements

The salary range for this position is \$77,342 to \$82,058 per annum plus 9.5% employer contributions to the employee's chosen superannuation fund. ANROWS staff are entitled to 4 weeks pro rata annual leave, in addition to personal and sick leave.

### Key responsibilities

1. **Support the Project Manager.** This will include: logistics related to liaising with stakeholders and organising data collection activities, meetings, and teleconferences.
2. **Contribute to the documentation of ANROWS evaluation activities.**
3. **Draft ethics applications.**
4. **Undertake literature searches and draft a literature review.**
5. **Support the development and review of data collection instruments and other research support materials.**
6. **Provide advice on research methods and data analysis.**
7. **Conduct data collection activities with project stakeholders.**
8. **Work collaboratively with other ANROWS staff members.**
9. **Provide assistance to senior staff within the Research Program as required.**

### Selection criteria

#### Essential

1. A postgraduate qualification in a relevant social science discipline, such as Gender Studies, Disability Studies, Special Education, Social Work, Sociology, Psychology, Criminology, or Community or International Development.
2. Demonstrated understanding and commitment to the human rights and interests of people with disability.
3. Experience in supporting research activities, undertaking project evaluations or collecting and analysing data in the community sector or similar context.
4. Demonstrated high level interpersonal and teamwork skills, and the proven ability to thrive in a complex and dynamic environment.
5. Excellent written and verbal communication skills, including the ability to communicate effectively with a diverse range of people.
6. Strong organisational and administrative skills, including proficiency in Microsoft Office programs, high attention to detail, and the ability to determine priorities and achieve defined outcomes within strict deadlines.
7. Willingness and flexibility to travel domestically for up to 20 days over the course of the project.

#### Desirable

1. A good understanding of social research on gender-related issues, preferably including work in the field of gender and violence.
2. Personal or family/carer lived experience of disability.
3. Experience working with people with complex communication needs.
4. Experience in organising online or electronic activities such as teleconferences and virtual meetings.

5. Experience working effectively with diverse groups, such as women with disability, Aboriginal and Torres Strait Islander communities, LGBTIQ people, and culturally and linguistically diverse communities.

### **Further information**

Any questions regarding the position should be directed to:

Dr Chloe Parton, Senior Research Officer

Telephone: 02 8374 4000

Email: [chloe.parton@anrows.org.au](mailto:chloe.parton@anrows.org.au)

### **Applications**

Applications for the position close **at midnight on Sunday 18 November 2018**. Applications, including a brief covering letter, a concise response to each selection criterion and a current résumé, should be emailed to [rebecca.gyles@anrows.org.au](mailto:rebecca.gyles@anrows.org.au)

### **Criminal History Check**

The successful applicant will be offered the position subject to a Criminal History Check (also known as a Police Check).