



Executive Research/Project Officer

POSITION:	Executive Research/Project Officer
HOURS:	Full-Time: 38 hours per week –may be job share
CLASSIFICATION:	NT SACS Level 6: \$55,870 - \$58,518 pa (<i>Salary Sacrifice available</i>)
LOCATION:	Alice Springs
RESPONSIBLE TO:	General Manager
ENQUIRIES:	(08) 8950 4610
UPDATED:	July 2010

ROLE DESCRIPTION

The Executive Research/Project Officer is a newly-created position within MHACA, and will work under the direction of the General Manager to further the objectives of the Association in line with the current Strategic Plan.

The Executive Research/Project Officer must uphold the Mission, Objects, Principles and Structure of the Association as contained in the MHACA Strategic Plan and abide by the Policies and Procedures in place at the time of appointment and as they are maintained.

The Executive Research/Project Officer role is in 2 parts:

Administration:

This component will offer general administrative support to the senior management team within MHACA.

Policy & Research:

This component will work directly with the General Manager and will entail research on benchmarking, continuous improvement, policy review, input into strategic planning etc.

Important: It is a requirement of employment that all information pertaining to the Association, its clients and members remain strictly confidential.

DUTY STATEMENT (Administration)

- Assist the Administrator with the management of the MHACA units – covering unit inspections, annual lease renewals, policy amendments, repairs and maintenance issues etc. (anticipated time)
- Assist the senior management team in terms of policy development and review, report writing, secretarial functions etc.
- Assist with planning of special meetings and functions as required by senior staff

Any other duties which may reasonably be expected in relation to the role.

DUTY STATEMENT (Policy & Research)

- Assist the General Manager in the development of applications, policies and other documentation required for program areas
- Drafting research specifications and agreeing on terms of reference for the research
- Undertake and participate in research that is relevant to the programs being delivered by MHACA employing a wide range of research methodologies.
- Undertake research for MHACA to be able to effectively contribute to peak bodies.
- Undertake research to all MHACA to be able to effectively lobby governments and other agencies for support and funding for people with a mental illness.
- Ensuring that research is conducted within a set time frame to meet policy requirements
- Keep up to date on policy changes etc that may occur at both levels of government.
- Together with the Training and Promotions Officer, assist in developing articles for input into journals and papers, and advertising and promotion of special events and forums.
- Supporting a culture of best practice and evaluation within a systems approach across services in MHACA
- Development of evaluation protocols for MHACA programs
- The development of research strategies, instruments, and protocols to conduct observations, interviews, and focus groups within the families and clients of MHACA including administering surveys and collecting and analysing data.
- .Assist in writing and presenting reports, working papers, proposals, and related documents associated with the development, management, documentation and evaluation of services and programs.
- Conduct literature reviews regarding best practice in service development and evaluation to support the incorporation of evidence-based practice into MHACA's services
- Provide information to support planning and assessment for Service outcomes.
- Participate in the analysis of key outcomes of data collection.
- Undertake project work as directed.

Any other duties which may reasonably be expected in relation to the role.

SELECTION CRITERIA

ESSENTIAL

- High level of written and oral communication skills
- Tertiary qualifications in research, policy or administration or high level of experience in one or all of these areas.

- Sound administrative and organisational skills
- High level of typing and computer skills (60wpm, proficient with range of software eg. Microsoft Word, Excel and Outlook)
- Ability to work independently under limited supervision and show initiative
- Ability to work in busy office environment as part of a team
- Current NT drivers license
- Demonstrated understanding of ethical considerations of research and evaluation
- High level of interpersonal skills, and ability to relate effectively to people
- with a broad range of educational backgrounds and life experiences
- Demonstrated research and analytical skills

DESIRABLE

- Experience/skills in working effectively and respectfully with people with mental illness and their families
- Ability to work in a cross-cultural environment

The successful applicant will be required to provide a current police check.

For further information please contact Sue on (08) 8950 4610.

or

visit the MHACA website on www.mhaca.org.au

Applications must address the Selection Criteria and include a resume and contact details of three current referees. Please forward to:

Mental Health Association of Central Australia

PO Box 2326, ALICE SPRINGS, NT 0871

Email to sue.coombs@mhaca.org.au

or deliver to 65 Hartley Street, Alice Springs

Application close on Friday 13th August.