

POSITION DESCRIPTION

ORGANISATION:

Natural Hazards Research Australia

POSITION:

Senior Project Officer Research and Evaluation

LOCATION:

Brisbane, Melbourne or Sydney

REPORTS TO:

Science and Innovation Director

CONTEXT

Natural Hazards Research Australia (the Centre) focuses on outcomes that will:

- Protect human life and minimise harm and suffering – towards zero preventable deaths.
- Contribute to well-prepared and resilient communities that are better informed of the risks associated with natural hazard exposure, are informed about strategies for mitigating the impacts from natural hazards and are able to make informed decisions if faced with a potential disaster.
- Translate research into action, maximising translation and implementation of research outcomes.

In delivering the strategy, the Centre will build Australian capability through:

- Strengthening relevant research capabilities.
- Supporting the development of sustainable research and its translation capabilities within research provider and end-user organisations.
- Strengthening and expanding the appropriate knowledge networks.

The Centre focuses on natural hazard resilience and disaster risk reduction to support the needs of a variety of critical stakeholders – including disaster resilience agencies and communities – in preparing for, responding to and recovering from disasters caused by natural hazards.

The Centre involves a large number of participants drawn from government, private and not-for-profit sectors across Australia. The Centre has a strong focus on delivery of useable outputs to enhance the safety, resilience and sustainability of communities.

Utilisation (translation and implementation) of the knowledge and other outcomes from the Centre's activities is an important activity and involves close collaboration with Centre end-users in emergency service organisations, land management organisations, government departments and businesses.

CENTRE VALUES

Respect – recognising and valuing the contributions of everyone through embracing diversity in gender, ethnicity and thought.

Focus – Ensuring that our activities are aligned with the Centre vision and mission.

Integrity and Honesty – To be honest and act with integrity in all we do.

Research Excellence – Pursuing highest quality research methods and use.

Supportive Leadership – Allowing all involved in the Centre to achieve their potential.

Trust and Collaboration – Sharing and working cooperatively in a trusting environment.

Independence – To be open, transparent and independent.

PURPOSE OF THE POSITION

The Senior Project Officer Research and Evaluation plays a crucial role in both the implementation and continual enhancement of the Centre's performance evaluation framework, aimed at assessing the effectiveness of its research programs and initiatives. The position will be responsible for generating detailed reports and case studies to highlight the impact of the Centre's research, while also offering expert advice to team members on various aspects of research evaluation. In addition, the role involves rigorous monitoring of the Centre's performance against the strategic milestones set in the Biennial Research Plan and Corporate Plan, with a focus on identifying and addressing areas for improvement and recommending strategies to boost the performance and utilisation of research.

The Senior Project Officer Research and Evaluation will coordinate the preparation of progress reports and targeted reports to participant organisations in collaboration with other teams. The position also encompasses broader responsibilities such as maintaining up-to-date knowledge on sector-wide research related to natural hazards and disaster risk reduction, assisting in the review and upkeep of the Centre's research strategy, and providing secretarial support to the International Research Advisory Panel. Additionally, the position supports the Centre's thought leadership program by coordinating relevant projects and contributes to broader operational activities, such as event planning and research project selection processes, enriching the Centre's influence and outreach.

KEY RESPONSIBILITIES

The Senior Project Officer Research and Evaluation is accountable for:

EVALUATION FRAMEWORK IMPLEMENTATION

- Lead the implementation and continual improvement of the Centre's performance evaluation framework to measure the effectiveness of Centre's research programs and initiatives.
- Prepare reports and case studies to demonstrate the impact of the Centre's research.
- Provide expert advice to other team members regarding evaluation of research.

PERFORMANCE MONITORING

- Monitor and assess the performance of the Centre against the key milestones outlined in the Centre's Biennial Research Plan and Corporate Plan.
- Identify areas for improvement and recommend strategies to enhance performance and utilisation of research.

REPORTING

- Coordinate the development of the Centre's progress reports and specific reports to participant organisations as necessary, in collaboration with other teams.
- Provide reporting to the Centre's Board regarding monitoring and evaluation.

RESEARCH STRATEGY AND SUPPORT

- Maintain a knowledge of sector wide natural hazards and disaster risk reduction research.
- Assist with the maintenance and review of the Centre's Biennial Research Plan, research strategy and priorities.
- Fulfill research requests such as literature reviews and horizon scanning to inform advice on emerging opportunities associated with scientific and technological advances.
- Provide secretariat support to the International Research Advisory Panel.

- Contribution to the boarder operation of the Centre including planning for events and research selection processes.

THOUGHT LEADERSHIP SUPPORT

- Support to the Centre's thought leadership and research translation program by providing research support and coordinating relevant projects.

OTHER DUTIES

- Other duties as reasonably requested by management.

KEY RELATIONSHIPS

INTERNAL:

- Science and Innovation Director
- Research and Implementation Director
- Manager Research Services
- Chair of Research and Implementation Committee
- Node Research Managers
- Centre staff

EXTERNAL:

- Research providers and researchers
- End-users
- University research offices

SELECTION CRITERIA

EDUCATION:

- University degree, preferably in area relevant to natural hazards or disaster risk reduction, or equivalent work experience.

SPECIFIC KNOWLEDGE AND EXPERIENCE REQUIRED:

- Proven experience in project management and coordination.
- Strong written and verbal communication skills.
- Strong interpersonal skills, together with the ability to liaise effectively with a mature, friendly and confident personal style, and build and maintain strong and effective relationships with a diverse group of stakeholders.
- Proven expertise in the evaluation of research or similar programs and the ability to effectively communicate results.
- Proven research skills with an ability to understand scientific concepts related to natural hazards research.
- Knowledge of the workings of universities and research organisations.
- High level of initiative and self-motivation, with the capacity to work both independently and as part of a team.

DESIRABLE KNOWLEDGE AND EXPERIENCE:

- At least two years' experience in a similar, or related role.