



## NADA Position Description: Aboriginal Research Officer

POSITION OVERVIEW	
<b>Date of this position description</b>	June 2024
<b>Position type</b>	Part-time: 15.2 to 22.8 hours (2-3 days) per week depending on candidate
<b>Location</b>	Suite B Level 3, 140 William Street, Woolloomooloo
<b>Classification and salary</b>	Based on NADA salary scale for research officer position, plus superannuation and eligibility for salary packaging
<b>Reporting relationships</b>	<ul style="list-style-type: none"> <li>• Reports directly to Research &amp; Data Manager</li> <li>• Works closely with the Aboriginal Program Manager</li> </ul>
<b>Other working relationships</b>	<ul style="list-style-type: none"> <li>• Works closely with all NADA staff and the NADA First Nations Research and Data Reference Group</li> <li>• Develops relationships with NADA members, particularly ACCHO members</li> <li>• Liaise with external stakeholders, such as ADARRN, ACDAN and AHMRC</li> <li>• Works with the broader NADA staff team to deliver organisational outcomes</li> <li>• Will work in collaboration with other academic partners involved in the research.</li> </ul>
<b>Strategic priority</b>	<ul style="list-style-type: none"> <li>• Leading on research to support the NGO alcohol and other drug sector</li> <li>• Supporting NADA members to improve access and outcomes for Aboriginal and Torres Strait Islander people.</li> <li>• Conducting and promoting sector-led research, evaluation and practice - through various partners, networks, forums and communication channels</li> </ul>
<b>Position summary</b>	<p>This is an identified role for an Aboriginal or Torres Strait Islander person. The purpose of this position is primarily to focus on Aboriginal and Torres Strait Islander people's data from the NGO alcohol and drug treatment services that are NADA members utilising NADAbase. The key focus of the role is to lead and support the development and project management of agreed NADA research and evaluation projects, including study design, ethical approvals, data analysis and write up of publications and dissemination of findings. The research activity will also be supported by a team with a range of research experience. The application of any analysis will be used to improve access and outcomes for Aboriginal and Torres Strait Islander people.</p> <p>The position will work closely and be guided by input from the NADA First Nations Research and Data Reference Group and will be supported by a research team.</p>

### About NADA

The Network of Alcohol and other Drugs Agencies (NADA) is the peak organisation for the non-government alcohol and other drugs sector in NSW. Our vision is a connected and sustainable sector providing quality evidence based programs to reduce alcohol and drug related harms to NSW communities.



NADA's goal is to lead as a member driven peak body, building sustainable non-government alcohol and other drug organisations to reduce alcohol and drug related harms to individuals, families and communities in NSW.

We represent 80 organisational members that provide services in over 100 locations across NSW that provide a broad range of services, including health promotion and harm reduction, early intervention, treatment, and after-care programs. Our members comprise of services that are diverse in their structure, philosophy and approach to drug and alcohol service delivery. NADA provides a range of programs and services that focus on sector and workforce development, information management, governance and management support, sector representation and advocacy, as well as actively contributing to public health policy.

### NADA Values

<b>Inclusion</b>	NADA values diversity, and we promote equitable and accessible approaches.
<b>Integrity</b>	NADA values respect, fairness, and transparency, whilst maintaining an independent voice.
<b>Innovation</b>	NADA values innovation and we strive to take courageous action to continuously improve policy and practice, encourage curiosity, and generate solutions.

### Key Responsibilities/accountabilities

<b>FUNCTION AREA</b>	<b>Key tasks</b>	<b>Performance indicators</b>
<b>Research and project management</b>	<ul style="list-style-type: none"> <li>Lead and/or support the development and project management of agreed NADA research and evaluation projects, including study design, ethical approvals, data analysis and write up of publications and dissemination of findings.</li> <li>Engage with NADA First Nations Research and Data Reference Group, ACCHO members and other First Nations peoples to support the analysis, interpretation and dissemination of data</li> <li>Lead or contribute to the write up of research projects with potential for publication in NADA resources and peer-reviewed and grey literature.</li> <li>Ensure compliance with NHMRC guidelines regarding ethics and integrity in research.</li> <li>Apply policies and procedures relating to the governance of data collected in NADAbase and other sources.</li> </ul>	<ul style="list-style-type: none"> <li>NADA research project(s) managed and completed in line with Project Management Policy and ethical guidelines</li> <li>Results and implications of research projects disseminated to NADA members and stakeholders, including publications</li> <li>Operates within NADAbase Data Governance framework</li> <li>Positive feedback from NADA members and stakeholders</li> </ul>
<b>Promotion and Representation</b>	<ul style="list-style-type: none"> <li>Lead and/or contribute to publishing articles in peer-reviewed journals and other relevant publications</li> <li>Promote NADA research outputs through conference presentations and other mechanisms, where appropriate</li> <li>Represent and contribute on reference groups and committees,</li> </ul>	<ul style="list-style-type: none"> <li>Contribution to published articles, including peer-reviewed literature and other relevant sources</li> <li>Represent NADA's research both within</li> </ul>



	where appropriate	and outside of the NGO AOD sector.
<b>Continuous Quality Improvement System</b>	<ul style="list-style-type: none"> <li>Contribute to a culture of quality improvement (QI) and ongoing organisational development</li> <li>Work with the QI coordinator in the development, implementation and review of internal systems, policies and procedures</li> <li>Understands relevant policy, and the strategic policy frameworks that inform organisational development</li> </ul>	<ul style="list-style-type: none"> <li>Participation of QI activities</li> <li>Identify and respond to areas for improvement in self and organisational practice</li> </ul>
<b>Work health and safety</b>	<ul style="list-style-type: none"> <li>Understand and comply to organisational policies and procedures relating to Work Health &amp; Safety, and contributing to a safe work environment</li> </ul>	<ul style="list-style-type: none"> <li>High standard of WHS practice across NADA</li> </ul>
<b>Team development</b>	<ul style="list-style-type: none"> <li>Contribute to team and organisational effectiveness in a manner consistent with NADA's vision, values and mission.</li> <li>Participate in staff meetings, team and program and organisational development activities</li> </ul>	<ul style="list-style-type: none"> <li>Collaborative team work</li> <li>Positive contribution to organisational development and culture</li> </ul>
<b>Practice development</b>	<ul style="list-style-type: none"> <li>Participate in work plan review, supervision and performance and development processes with identified supervisor</li> <li>Engage in continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Documented workplans demonstrating progress against activity and achievements</li> <li>Annual performance and development reviews</li> <li>Reflects on professional performance with a view to improving outcomes</li> </ul>

The NADA operational standard is outlined below. The following expectations apply to all NADA staff and should be reviewed in conjunction with the position's key accountabilities.

- Ensure NADA service operations comply with all relevant legislation, regulatory and reporting requirements by regular monitoring, actioning and updating of the compliance register
- Ensure provision of a safe workplace, and full compliance with all NADA WHS policies, management system requirements and participate in the annual evacuation procedure and/or any other safety activities as required.
- Ensure full compliance with all NADA policies and procedures.
- Ensure behaviours and approaches are aligned with and demonstrated in execution of position responsibilities in line with the NADA values (see above).
- Ensure service operations comply with all relevant legislation, regulatory and reporting bodies including the Quality Improvement Council (ASES) and ensure relevant quality improvement tasks are at all times kept up to date.
- Ensure familiarisation and compliance with the corporate decisions making processes and be aware of all areas of responsibility with regard to the Quality Improvement Staff Port-folio Standards/Policy allocations.
- Adherence to NADA Code of Conduct and Ethics for staff and volunteers.
- Ensure compliance and respect for diversity as it applies to the workplace and to the broader NADA business processes and service delivery activities (Diversity Policy).



- Ensure that NADA aims, values and ethics are actively communicated through all business documentation and interaction with members and stakeholders.
- Ensure that every effort has been made to attend mandatory training in cultural awareness as it becomes available and in alignment with the Human Resources Policy.
- Ensure all internal and external communications consistently reflect NADA's values ethics goals and principles.

## Key challenges

- Providing a prompt, courteous and effective service to members and staff in an environment of competing priorities and expectations.
- Responding to staff, external stakeholders and issues in a professional manner that maintains confidentiality and discretion.
- Balancing a diverse range of views about alcohol and other drug service delivery to ensure the best possible outcomes and care for Aboriginal or Torres Strait Islander people.

## Selection Criteria

<b>Experience, qualifications, skills, abilities, and behaviour</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Identify as Aboriginal and/or Torres Strait Islander. Being an Australian Aboriginal or Torres Strait Islander person is a genuine occupational qualification required to undertake this role under section 14(d) of the Anti-Discrimination Act 1977 (NSW).</li> <li>• Qualification in Indigenous health, public health, epidemiology, or similar related health or social science qualifications</li> <li>• Experience in research, evaluation and/or project management in the health or human services field, including consultation and dissemination of research findings</li> <li>• Proven ability to work independently and contribute effectively as a team member</li> <li>• Strong communication skills, both verbal and written, with a proven track record in reporting and presenting on research data</li> <li>• Excellent computer skills in MS office products, electronic communication, and electronic databases.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Understanding of the alcohol and other drugs (or broader community services) sector</li> </ul>
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I acknowledge and understand the above position description, responsibilities and other requirements detailed in the document. I agree to follow the Policies and Procedures as set out in NADA's Policy and Procedure Manual/s.

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Employee name

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Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor name

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Supervisor's signature

\_\_\_\_\_  
Date

