

WESTIR Ltd
SENIOR SOCIAL RESEARCHER
STATEMENT OF DUTIES

Position Title	Senior Social Researcher
Status	Maternity Relief Position
Award	Social, Community, Home Care and Disability Services Award 2010
Classification	Level 6
Hours	Up to 28 hours per week
Supervised by	Margaret Tipper, Executive Officer
Managed by	Margaret Tipper, Executive Officer
Prepared by	Margaret Tipper, Executive Officer
Term of Employment	Up to 12 months
Date Prepared	30 April 2025

OVERVIEW

The focus of the Senior Social Researcher's work is to ensure WESTIR's objectives are met by monitoring available information; collecting and analysing pertinent information (including statistics) and ensuring dissemination of such information to individual, community, government and other users of WESTIR services, especially those in Greater Western Sydney. In addition, the position will require involvement in WESTIR's research, evaluation and training activities and the supervision of the Social Researchers to achieve those goals.

Characteristics of the level

- (a) A person employed as a Social and community services employee level 6 will operate under limited direction from senior employees or management and undertake a range of functions for which operational policies, practices and guidelines may need to be developed.
- (b) General features at this level allow employees the scope to influence the operational activities of the organisation and would require employees to be involved with establishing operational procedures which impact upon the organisation and/or the sections of the community served by it. Employees at this level will be expected to contribute to management of the organisation, assist or prepare budgets, establish procedures and work practices. Employees will be involved in the formation of programs and work practices and will be required to provide assistance and/or expert advice to other employees. Employees may be required to negotiate matters on behalf of the organisation.
- (c) Positions at this level will require responsibility for decision-making in the particular work area and the provision of expert advice. Employees will be required to provide

Consultation and assistance relevant to the workplace. Employees will be required to set outcomes for the work areas for which they are responsible so as to achieve the objectives of the organisation. They may be required to undertake the control and co-ordination of a program, project and/or significant work area. Employees require a good understanding of the long-term goals of the organisation.

- (d) Employees may exercise managerial responsibility, work independently as specialists or may be a senior member of a single discipline project team or provide specialist support to a range of programs or activities. Positions at this level may be identified by: impact of activities undertaken or achievement of stated outcomes or objectives for the workplace; the level of responsibility for decision-making; the exercise of judgment; delegated authority; and the provision of expert advice.
- (e) Managing time is essential so outcomes can be achieved. A high level of interpersonal skills is required to resolve organisational issues, negotiate contracts, develop and motivate staff. Employees will be required to understand and implement effective staff management and personnel practices.

Responsibilities

To contribute to the operational objectives of the work area, a position at this level may include some of the following:

- (a) undertake significant projects and/or functions involving the use of analytical skills;
- (b) undertake managerial or specialised functions under a wide range of conditions to achieve results in line with organisation goals;
- (c) exercise managerial control, involving the planning, direction, control and evaluation of operations which include providing analysis and interpretation for either a major single or multi-specialist operation;
- (d) undertake a range of duties within the work area, including develop work practices and procedures; problem definition, planning and the exercise of judgment; provide advice on policy matters and contribute to their development;
- (e) negotiate on matters of significance within the organisation with other bodies and/or members of the public;
- (f) provide advice on matters of complexity within the work area and/or specialised area;
- (g) control and co-ordinate a work area or a larger organisation within budgetary constraints;
- (h) exercise autonomy in establishing the operation of the work area;
- (i) provide a consultancy service for a range of activities and/or to a wide range of clients;
- (j) where the prime responsibility lies in a specialised field an employee at this level would undertake at least some of the following:
 - (i) provide support to a range of activities or programs;
 - (ii) control and co-ordinate projects;
 - (iii) contribute to the development of new procedures and methodology;
 - (iv) provide expert advice and assistance relevant to the work area;
 - (v) supervise/manage the operation of a work area and monitor work outcomes;
 - (vi) supervise on occasions other specialised staff;

- (vii) supervise/manage the operation of a discrete element which is part of a larger organisation;
- (viii) provide consultancy services for a range of activities.

Requirements of the position

Some or all of the following are needed to perform work at this level:

- (a) *Skills, knowledge, experience, qualification and/or training*
 - (i) comprehensive knowledge of organisation policies and procedures;
 - (ii) specialist skills and/or supervision/management abilities exercised within a multi disciplinary or major single function operation;
 - (iii) specialist knowledge gained through experience, training or education;
 - (iv) appreciation of the long term goals of the organisation;
 - (v) detailed knowledge of program activities and work practices relevant to the work area;
 - (vi) knowledge of organisation structures and functions;
 - (vii) comprehensive knowledge of requirements relevant to the discipline.
- (b) *Prerequisites*
 - (i) degree with substantial experience;
 - (ii) post graduate qualification;
 - (iii) associate diploma with substantial experience;
 - (iv) attained through previous appointments, service and/or study with a combination of experience, expertise and competence sufficient to perform the duties required at this level.
- (c) *Organisational relationships*
 - (i) works under limited direction from senior employees of the Committee of Management or Board;
 - (ii) supervision of staff.
- (d) *Extent of authority*
 - (i) exercise a degree of autonomy;
 - (ii) may manage a work area or medium to large organisation or multi-worksite organisation;
 - (iii) has significant delegated authority;
 - (iv) selection of methods and techniques based on sound judgment;
 - (v) manage significant projects and/or functions;
 - (vi) solutions to problems can generally be found in documented techniques, precedents, or instructions. Advice available on complex or unusual matters.

For WESTIR

- (a) To provide supervision and assistance in the preparation of WESTIR funding submissions and proposals for consultancies.
- (b) Perform administrative tasks required by the position.
- (c) Participate in and lead staff and other organisational meetings, including WESTIR review and planning processes, as they arise.
- (d) Supervision of Social Researchers
- (e) Collect statistical and research material which is relevant to Greater Western Sydney.

- (f) Assess and analyse relevant material to identify impacts and trends affecting Greater Western Sydney.
- (g) Prepare researched reports and publications, particularly related to key issues and current information gaps.
- (h) Provide statistical/research information in response to enquiries and refer to other sources of information, where necessary.
- (i) Undertake consultancies and other research projects in conjunction with the Executive Officer and other staff.
- (j) With the Executive Officer, maintain relationships with consultancies key people.
- (k) Conduct and manage research and evaluation projects under supervision of Executive Officer.
- (l) Assist in the planning and resourcing of seminars on a range of social issues and research relating to Greater Western Sydney.
- (m) Prepare and disseminate information to agencies and individuals on request or as part of WESTIR's research and information program, as required.
- (n) To present research and reports at public forums
- (o) Develop information and data resources which assist groups and Government bodies to assess local and regional needs and plan to meet those needs.
- (p) Promote increased awareness amongst researchers in the region of the availability of information/research projects related to Greater Western Sydney.
- (q) Identify problems or gaps in research and develop projects/programs to overcome such gaps, in conjunction with the Executive Officer and other staff.
- (r) Provide training and assistance in the use of statistical data bases and other information sources to staff, community groups and other organisations, as appropriate.
- (s) Look at potential research topics and manage the development of resources.
- (t) To maintain, with the support of WESTIR, professional development.

End