# **ASSIGNMENT OF DUTIES**

## **TITLE**: Project Officer

**CLASSIFICATION**: APS 6

**LOCATION**: Sydney

**SUPERVISOR**: Director

**PERIOD:** Non-ongoing opportunity to 30 June 2020 with

 possibility of extension

The Australian Human Rights Commission is responsible for managing key projects arising from the collaborative work with the Australian Department of Defence to support and improve cultural reform throughout Defence. The Defence Collaboration Team are looking for a Project Officer with strong quantitative social research and data management skills.

**DUTIES**:

Contributing to the Commission’s work promoting a human-rights based approach to cultural reform:

1. Undertake qualitative and quantitative research and analysis on issues relating to diversity and inclusion, workplace behaviour, leadership, and cultural reform.
2. Undertake field research using focus groups, consultations and interviews.
3. Support the preparation of evidence-based findings and reports.
4. Support project planning and capacity building activities.
5. Develop and manage a range of key stakeholder relationships, particularly within the Australian Defence Forces and Department of Defence.
6. Other duties consistent with the above as directed.

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**SELECTION CRITERIA**:

1. Experience and confidence to undertake quantitative social research, including data entry, data management, data cleaning and data analysis.
2. Demonstrated ability to undertake qualitative social research, including conducting interviews and focus groups and qualitative data analysis.
3. Demonstrated ability to critically analyse quantitative and qualitative data sets to write reports that will inform planning and decision making.
4. Proficient use of computer packages, including statistical analysis packages, e.g. SPSS, and qualitative analysis packages, e.g. NVivo.
5. A well-developed capacity to engage a range of stakeholders around data issues and work collaboratively.

Preferable:

1. An understanding about the use of data management systems to support system-wide decision making, e.g. dashboards.
2. Data visualisation skills.