

SCHEDULE 1 - POSITION DESCRIPTION

Position Title	Research & Policy Officer (Technology Safety)
Hours	35 hours per week.
Team / Program Area	WESNET
Award/Agreement/ Classification	The position is guided by the Social, Community, Home Care and Disability Services Industry Award [MA000100]. Classification is linked to Level 5. Conditions are in accordance with the NES and the SCHADS Award. Generous salary packaging is available as WESNET is a registered Public Benevolent Institution.
Reporting to	Wesnet Deputy CEO
Tenure	This is a two year fixed-term position subject to an ongoing grant agreement. The position is dependent on a satisfactory probationary period and relevant police and working with children checks.
Location	Position is a work from home position. Canberra or Sydney-based candidates would have access to a shared office.

Position Summary

The Research & Policy Officer (Technology Safety) will work to support the Deputy CEO, Safety Net Director, and the policy team to ensure Wesnet provides expert advice and representation for our members. This position will focus on specific policy and project work in relation to the intersection of technology and violence against women, as well as broader policy issues relating to violence against women and gender inequality.

Position Responsibilities

This is a varied role that will involve working in a small team across a number of project areas. Tasks will include:

Policy and Advocacy

- With support from others on the policy team, take a leading role in the development of Wesnet's policies and positions, including by providing expert policy advice across teams.

- Use expert knowledge to identify emerging policy issues related to technology and technology-facilitated abuse, and contribute to the development of related organisational policies when required.
- Under limited direction, draft external policy documents, statements, and submissions (including autonomously conducting background research and consultation with relevant experts and other key stakeholders as needed).
- Monitor and interpret relevant legislation, including analysing the potential impact of relevant regulatory and legislative changes for women and girls.
- Utilise knowledge of quantitative and qualitative research methods to evaluate external research as needed.

Analyse and Inform Wesnet resources and materials

- Provide advice to non-policy staff related to the creation of community resources and other documents as required.
- Assist the broader policy team in maintaining an evidence-base and monitoring new research.
- Contribute to Wesnet's engagement with external groups, including government, external stakeholders, member organisations and others to create shared materials.
- Use expert knowledge to analyse and interpret Wesnet internal data and data collected through research collaborations.
- Work in collaboration with other subject matter experts on the team to identify emerging issues.

Operational

- Maintain effective manual and electronic filing systems, adhering to record management guidelines and systems.
- Respond, in a timely and effective way, to all contacts and correspondence as required or directed.
- Contribute to the efficient and effective functioning of the team in order to meet organisational objectives.
- Participate in the Performance Development process, including regular review of individual workplace performance and strengths against the accountabilities and performance objectives associated with the role.
- Contribute positively to promoting a culture of health, safety and wellness for employees and volunteers at Wesnet and work with the OHS policies.
- Abide by the policies and procedures of Wesnet.
- Ensure all work undertaken in your role is in line with the Strategic Plan and values of Wesnet.
- Contribute positively and consistently to the development and achievement of the relevant annual Operational Plans.
- Proactively finalise and complete an annual Professional Development plan, including booking and arranging assessment.

- Ensure workplace behaviour is consistent with the organisation’s Code of Conduct and Conflict of interest statements.
- Perform responsibilities in a manner that reflects, and responds to, a focus on ethical conduct, engagement and continuous improvement.

Other duties may be assigned as needed.

Qualifications and Experience

Industry experience:	<ul style="list-style-type: none"> ● Extensive experience working in the fields of violence against women and girls, particularly the intersection of gender-based violence and technology. ● Specialist knowledge gained through experience, training or education in relation to gender-based violence and related public policies.
Required education:	<ul style="list-style-type: none"> ● Bachelor’s degree or equivalent work experience in a relevant area.
Required experience and skills:	<ul style="list-style-type: none"> ● Advanced written and oral communication skills: for a range of purposes and stakeholders enabling the development and production of clear, accurate, evidence-based policy, submissions, reports, resources, events and communications products for different audiences ● Advanced understanding of quantitative and qualitative research methods and data collection ● Demonstrated experience creating policy materials such as policy statements, submissions, and briefings
Additional experience:	<ul style="list-style-type: none"> ● Bilingual skills (e.g., reading, writing, speaking, signing). ● Knowledge about the specialist violence and allied frontline service provider sectors. ● Experience engaging with technology companies and related organisations and services.
Management experience:	<ul style="list-style-type: none"> ● N/A

Key Selection Criteria

Requirements: A successful applicant MUST have:

- Well-developed interpersonal skills, including a demonstrated ability to work cooperatively and effectively with a team, other staff, other organisations, and other professionals.

- High-level written and oral communication skills for a range of purposes and stakeholders enabling the development and production of clear, accurate, evidence-based policy, submissions, reports, resources, events and communications products for different audiences; friendly and competent communication style.
- Excellent organisational skills with a demonstrated ability to handle multiple tasks, manage time, complete tasks within established time frames and produce high quality work.
- Strong understanding of the gendered nature of violence against women in the community. An understanding of social identities and social inequities and how they impact women; an appreciation of intersectional feminist frameworks and the application of public policy to women, particularly women from marginalised backgrounds.
- Experience working with (or a strong understanding of) both qualitative and quantitative research.
- Demonstrated understanding of technology-facilitated abuse, and the relationship between technology and gender-based violence.

The following are desirable:

- A commitment to enhancing the status of women and children in society and to be able to work and liaise respectfully and effectively with women in crisis in a positive and empowering manner
- Demonstrated understanding of technology companies and relevant legislative and regulatory frameworks.
- Demonstrated commitment to the principles and approach of Wesnet and a broad understanding of the community services sector particularly the women's sector.
- An understanding of the nature of domestic and family violence, and its impact on women and children, including prevention, early intervention and crisis response

Additional Information

- The position is a work from home position.
- A police check and Working With Vulnerable People/Working with Children registration will be required.

Office Hours

It is expected that most work will usually be undertaken between the hours of 9am-5pm Monday to Friday. Some out of business hours work may be required from time to time when travelling or for meetings.

Relationship to performance development and review

This position description operates in conjunction with and forms part of the annual review and professional development process. An initial review will take place at the end of induction and probationary period and then annually.

Wesnet conditions and benefits

Wesnet is a Public Benevolent Institution and generous Salary Packaging is available to staff through our provider <https://eziway.net.au/#>

Wesnet aims to provide a family-friendly workplace offering flexible working arrangements within operational requirements.

Benefits include:

- flexible working hours as agreed to assist in work/life balance within operational requirements.
- study leave, professional development and training, and a commitment to staff safety.

No overtime will normally be paid (unless specifically agreed in writing).

Copyright and Intellectual Property

Copyright and intellectual property rights in relation to resources, programs, documentation, systems and all other outputs that are produced or to which a contribution is made in the course of undertaking the employment remain the sole property of Wesnet Inc. The contributions of the employee to major pieces of written or other work will be properly acknowledged in writing on the report or product.

How to apply

To be considered for shortlisting and an interview, your application must include:

- Cover letter
- A statement that describes your suitability against each of the key selection criteria detailed in the Position Description.
- A resume containing your contact details, a summary of work experience, details of qualifications and education.
- Referees - if offered an interview, you will be required to provide details of at least two referees - ideally, one should be your current or most recent supervisor from your most recent employer, and another supervisor with knowledge of your work performance.

Application deadline: The final date for receipt of applications will be 9am AEST on 19th August. Late applications will not be considered; however, Wesnet does reserve the right to extend the final date if a suitable applicant is not found.

Applications must be submitted via email to jobs@Wesnet.org.au

- The position description is available at <http://www.Wesnet.org.au/jobs>
- If you need additional information about the position, please send your written enquiry to jobs@Wesnet.org.au.
- A Single PDF is preferred.
- PLEASE NOTE: Applications that do not comply with the above will not be considered.