



Research Assistant- Our Future, Our Way

EMPLOYMENT DETAILS			
Role type	Part-time	Award	ACCHO
Hours per week	0.4-0.6 FTE negotiable	Classification	3
Length of Term	12 months initially	Salary	As per award
Reports to	Senior Research and Advocacy Officer	Additional Benefits	Access to Salary Packaging
Secondary Report	Director Strategy and Engagement	PD Last Review Date	12 months

ORGANISATIONAL CONTEXT	
 <p>Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).</p> <p>BDAC was founded to represent and provide services to Aboriginal and Torres Strait Islander people living on Djaara Country.</p> <p>BDAC has a responsibility to ensure growth of services, development of our Aboriginal and Torres Strait Islander community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing self-determination employment and career pathways for Aboriginal people.</p>	

LOCAL WORK ENVIRONMENT
<p>Bendigo and District Aboriginal Co-operative provides a range of specialist services for Community living on Djaara Country including a Medical Clinic, Health and Wellbeing, Family and Community Services, and Kindergarten.</p>

POSITION OBJECTIVE
<p>We are seeking a highly motivated Research Assistant with knowledge and/or experience in undertaking research for a part-time, contract role for data analysis to support Our Future, Our Way, an Aboriginal-led service design project.</p> <p>About Our Future, Our Way</p> <p>Between 2024 and 2027, BDAC will work closely with our local Aboriginal and Torres Strait Islander Community residing on Dja Dja Wurrung Country to design the services BDAC will deliver in the future. Through Our Future, Our Way, Community will identify what a stronger, longer, healthier and more connected, life looks like for our families, Elders, grandchildren,</p>

brothers, sisters and our mob. We will then work with Community to design how BDAC can best support this being achieved and how we will measure success.

The Our Future, Our Way team are based in Bendigo, however there is scope for this role to work remotely as required.

BDAC'S VISION AND CORE VALUES

“Empowered generations belonging to strong families, culture and community”.

Our Lore refers to the stories, customs, beliefs, and spirituality of our People. Our Lore guides our work and has been passed down through generations by our ancestors and knowledge holders. Our five LORE principles are:

- We keep our focus on Community priorities.
- We are brave.
- We think outside the box.
- We create a safe, caring, and supportive environment.
- We are accountable.

Please refer to our <https://www.bdac.com.au/our-strategy> for further information about our underlying principles within the BDAC Strategy.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities	<ul style="list-style-type: none"> • Transcribe audio recordings of interviews and focus groups. • Apply coding framework to transcripts and other inputs. • Use relevant qualitative analysis techniques for coding data. • Analyse data from multiple sources and provide verbal, written and visual summaries to contribute/prepare reports for the team. • Assist the research team with preparation, review, and maintenance of documentation. • Manage Excel spreadsheets, forms and other information systems and documents. • Maintain privacy and confidentiality. • Conduct literature reviews and relevant research to support evidence-based practice.
General Responsibilities	<ul style="list-style-type: none"> • Model and abide by BDAC Values, Code of Conduct, Policy, and Procedures. • Participate actively in and facilitate supervision and professional development activities. • Ensure that you participate in team meetings, staff meetings and other community activities as requested. • Ensure that you adhere to legislative requirements. • Ensure that you report any risks identified immediately to your line manager. • Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures.

	<ul style="list-style-type: none"> • Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures. • Participate in Continuous Quality Improvement (CQI) activities.
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COMMITMENT TO SAFETY

- All children have the right to be children and live free of abuse and neglect, so they can grow, learn, and develop. Everyone within BDAC is responsible for ensuring a culture of child safety, preventing child abuse, and abiding by the Child Safe Standards.
- BDAC is committed to the health and wellbeing of its employees and stakeholders.
- BDAC has a zero tolerance to all forms of violence.

KEY SELECTION CRITERIA

- Understanding of and respect for Aboriginal culture and/or experience of working in the Aboriginal Community Controlled sector.
- Excellent interpersonal skills to work within diverse project teams.
- Strong research and analytical skills.
- Proficient in qualitative data analysis using software such as NVivo, Endnote or similar.
- Proficient in Microsoft Office Suite including Excel, Word, Microsoft Forms.
- Strong organisational and time management skills with experience in independently delivering tasks to meet deadlines.
- Excellent record keeping skills and attention to detail.
- A demonstrated awareness of the principles of confidentiality, privacy and information handling.
- Ability to follow direction and work unsupervised.

Preferred Education, Training and/or Competencies.

- A strong interest in Indigenous research methodologies and awareness of AIATSIS code of ethics for Aboriginal and Torres Strait Islander Research.
- A degree (or progress towards) or equivalent applied experience in a relevant field such as health, social sciences, humanities or social justice.

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check.
- Must pass and provide copy of Working with Children's Check (*or Teachers Registration if applicable*).
- Must hold current full Victorian Drivers Licence and provide a copy.
- Must have the right to work in Australia.
- Must pass an Employment History check; and
- Must have and maintain a commitment to child safety, equity, inclusion, and cultural safety.
- **Vaccination Policy:** all staff are encouraged to be vaccinated against whooping cough, measles, mumps, and rubella (MMR) (*if not immune*), influenza (*annually*), hepatitis A and B, chicken pox (*if not immune*); shingles (*for eligible people*), and COVID-19. It is expected that Clinic and kindergarten staff will be vaccinated against the above diseases and will be required to complete a **Vaccination Consent Form**. It is also expected that Clinic staff will be vaccinated against diphtheria, tetanus and pertussis (DTP).

EMPLOYEE STATEMENT

I have read, understood, and accepted the above position description of the Research Assistant- Our Future, Our Way

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....