

# Position Description

<b>POSITION TITLE:</b>	Research Officer
<b>DIVISION</b>	Policy, Advocacy and Research
<b>POSITION TYPE &amp; TENURE:</b>	Part-time, Fixed-term (0.4 FTE/2 days per week)
<b>POSITION CLASSIFICATION:</b>	5.1
<b>REPORTS TO:</b>	Head of Advocacy, Policy and Research
<b>DIRECT REPORTS:</b>	N/A
<b>LOCATION:</b>	National/Hybrid

## ABOUT NO TO VIOLENCE

No to Violence is Australia's peak body for individuals and organisations committed to ending men's use of violence. We provide training, sector development and policy advice and advocacy on behalf of our members. We operate the Men's Referral Service, providing a counselling service and referral pathways directly to men who use violence. As a feminist organisation, women and children are at the centre of what we do - by ending men's use of family violence, families, individuals, and communities are safer.

## POSITION SUMMARY

The Research Officer will provide critical research and coordination support for NTV's sub-project within the OPEN Expansion Project Phase 2 (funded by Family Safety Victoria). This role focuses on developing an intersectional practitioner guide for working with young people (18-25 years) who use intimate partner violence - addressing a critical service and knowledge gap ahead of the Child and Young Person-focused MARAM rollout in late 2026.

The Research Officer will conduct systematic literature reviews, support case study research, coordinate stakeholder consultations and contribute to knowledge translation products. This role offers an excellent opportunity to contribute to groundbreaking work that will shape practice responses for young people using violence, while working alongside leading researchers and practitioners in the field.

## KEY RESPONSIBILITIES

### Literature Review and Evidence Synthesis

- Conduct systematic searches of academic and grey literature on youth IPV interventions
- Synthesise findings to identify effective approaches and practice principles
- Contribute to literature review report and develop accessible research summaries for the FSV Knowledge Hub

### Case Study Research Support

- Support in-depth case study of a youth IPV program including data collection coordination, transcription and document review
- Assist with qualitative data analysis and contribute to case study write-up

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## Stakeholder Engagement Coordination

- Coordinate Strategic Advisory Board meetings including preparing papers and agendas
- Support planning and logistics for Victorian roundtable and consultations
- Provide administrative support for consultation rounds

## Knowledge Translation and Resource Development

- Contribute to development of resources including summaries, quick guides and infographics
- Support preparation of webinar materials and practitioner guide development
- Support impact documentation including participant surveys and analysis

## Project Documentation

- Maintain organised project files and records
- Contribute to progress and final reporting
- Support monitoring and evaluation data collection

## Additional Research Support

- Research Officer will also support other research projects where needed

## SELECTION CRITERIA

### Essential

- **Postgraduate qualification** (Masters or PhD) in Public Policy, Gender Studies, Sociology, Criminology, Psychology, Social Work, or related discipline
- **Minimum 2 years research experience** in social policy, public health, criminology, or related fields (can include postgraduate research)
- **Strong research skills:** Literature searches, data extraction and synthesis and qualitative analysis
- **Excellent written communication:** Ability to write clear research reports for diverse audiences
- **Project coordination experience and high-level organisational skills:** Managing multiple work streams and meeting deadlines
- **Digital literacy:** Proficient in Microsoft Office and reference management software
- **Understanding of gender and intersectionality:** Commitment to intersectionality and gender equity in the prevention of men's violence against women and children
- **Cultural awareness:** Respect for culturally safe practice across diverse communities
- Current Criminal History Check and Employee Working with Children Check

### Highly Desirable

- Understanding of family violence sector and Australian research/policy landscape
- Knowledge of youth development, youth services, or adolescent violence
- Familiarity with MARAM framework and Victorian family violence systems
- Knowledge of men's behaviour change programs and perpetrator interventions
- Experience with knowledge translation and developing practitioner resources
- Understanding of Delphi methodology

## PSYCHOLOGICAL SAFETY REQUIREMENTS OF THE ROLE

- **Workload Demands:** Tight timeframes may result in high workloads at specific peak times
- **Vicarious Trauma & Exposure to Distressing Content:** Engagement with research content involving violence
- **Ethical Complexity:** Navigating conflicting perspectives in developing recommendations

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## MITIGATIONS FOR PSYCHOLOGICAL SAFETY REQUIREMENTS OF THE ROLE

- Clear expectations outlined in Position Description, communication and escalation processes
- Ready access to manager for advice on managing risk and emerging ethical complexity
- Scheduled supervision to include assessing and responding to emotional impact and workload requirements
- Access to Debriefing & Employee Assistance Program (EAP)
- Organisation-wide commitment to respectful communication and prevention of bullying, harassment and interpersonal conflict
- Safe mechanisms for raising concerns
- Employees will have input into how work is planned, prioritised and paced by encouraging involvement and autonomy
- Encouragement to raise concerns early when competing demands or risks emerge

## EXPECTED FOR ALL NTV STAFF

- Act in accordance with NTVs code of conduct, policies and procedures and is committed to NTVs vision, mission, values and service standards.
- Promote a 'safety first' culture and acts in accordance with NTV health and safety policies and risk management systems.
- NTV values equity, diversity and inclusion and promotes an inclusive and collaborative work environment where all staff, volunteers and service users feel welcomed, respected and valued and encouraged to fully participate, irrespective of their individual differences in background, experience and perspectives.
- Be curious, reflective and open to continuous learning and new ways of working.
- Complete all mandatory training in a timely manner, to support the delivery of high quality, safe and effective services.
- Contributes to innovation, quality activities and continuous improvement and openly share information and knowledge to enable optimal outcomes for the organisation.

Signature of Job Holder \_\_\_\_\_ Date signed \_\_\_\_\_