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JOB DESCRIPTION

POSITION:	RESEARCH OFFICER
SALARY:	Shelter WA Enterprise Bargaining Agreement (Level 5/6)
EMPLOYMENT:	The position is permanent part time at 18.75 hours per week; Employment conditions are in accordance with the Shelter WA Enterprise Agreement 2008.
RESPONSIBLE TO:	The position is responsible to and works under general direction of the Executive Officer.

ABOUT SHELTER WA

Shelter WA is a non-government not-for-profit peak body representing and promoting the interests of low-income housing consumers. Shelter WA operates under a Funding Contract and Service Agreement with the Department of Housing (WA). Shelter WA is an Incorporated Association with a Constitution and governance executed through monthly meetings of the Management Committee. Shelter WA contributes to affordable housing policy development and evaluation by participating in government and non-government Committees and Working Groups and responding to public consultation opportunities.

OBJECTIVES OF THE POSITION

The objectives of the Research Officer position are to:

1. Monitor, analyse and report affordable housing data as it relates to low-income and otherwise disadvantaged housing consumers in Western Australia
2. Inform the community consultation and information provision work of Shelter WA using reliable statistics, quantitative data and relevant literature and reports
3. Prepare reports, briefing papers, articles and summaries for publication and dissemination through our networks and as reference material for the policy development, information provision and community consultation work of Shelter WA
4. Support and inform the work of the Community Development Policy Officer, including:
 - o Identifying areas of need for primary quantitative and qualitative research to explore current and emerging issues
 - o Together with other staff and stakeholders developing written or verbal surveys, questionnaires, issues papers and other research tools

DUTIES AND RESPONSIBILITIES

1. Research

Percentage of time spent doing this work = approximately 60%

- Review and research affordable housing information relating to low-income and otherwise disadvantaged housing consumers including the provision of public housing, community housing, private rental, homeownership and home purchasing
- Identify areas of need for primary quantitative and qualitative research to explore current and emerging issues
- Prepare research papers, submissions, reports and other papers informed by relevant data sources including those from the Australian Bureau of Statistics, Australian Institute of Health and Welfare, the National Data Collection Agency, The Australian Housing and Urban Research Institute
- Research and provide background information to support the Community Development and Policy Officer and the Executive Officer conduct forums and / or workshops in response to current issues and emerging trends impacting on social housing policy in metropolitan and regional WA

2. Engagement and Information Provision

Percentage of time spent doing this work = approximately 35%

- Identify opportunities to collaborate with other organisations on research projects
- Together with other staff and stakeholders develop written or verbal surveys, questionnaires, issues papers and other research tools on housing related topics
- Coordinate and convey data and research findings regarding housing needs of particular groups to the Shelter WA Community Development and Policy Officer and the Executive Officer for input to government committees, the community sector and any housing advisory committees on which Shelter WA has a sitting member
- Integrate Shelter WA's community consultation and desk based research processes to inform Shelter WA's policy positions on housing related issues
- Prepare articles for newsletters, information sheets, SWA Update, Shelter WA's website and other publications,

3. Common staff duties

Percentage of time spent doing this work = approximately 5%

- attend supervision sessions, staff meetings and Management Committee meetings
- respond to all email and telephone inquiries promptly and accurately and forward messages
- attend to general office housekeeping including rubbish collection, occasional purchase of consumables and supplies, computer backup and building security procedures
- keep personal employment records including accurate time-sheets and leave forms
- maintain sector knowledge and awareness of current initiatives that impact on low-income housing consumers including undertaking literature and report reading

SELECTION CRITERIA

Essential

1. Demonstrated high level conceptual, research and statistical analysis skills
2. High level computer skills including competence in word processing, excel spreadsheet, email and internet usage.
3. Strong verbal and written communication skills, including report writing, graphical representation and high level document preparation skills
4. Demonstrated project management skills, including the ability to manage multiple projects simultaneously
5. Ability to work in a small team environment and within a community development framework
6. Time management and task prioritisation skills
7. Flexibility, responsiveness and resilience

Desirable

8. Tertiary qualifications in a relevant discipline
 9. Demonstrated knowledge and understanding of policies and issues relevant to low income housing consumers
 10. Experience working with a community based organisation
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