

Position description

Manager – Research and Evaluation



Position summary

Position title	Manager – Research and Evaluation		
Career level	Manager/lead specialist	Position category	Full Time Max Term
Business unit	Strategic Advisory	Location	Port Melbourne
Reporting to	Head of Research, Evaluation and Insights	Direct reports	• Specialist – Research and Health Promotion • Casuals, students and contractors
General description	The Manager - Research and Evaluation is responsible for overseeing and managing Life Saving Victoria's research and evaluation projects to ensure evidence-based development of LSV strategic direction and activities and build organisational capability and responsiveness.		

Who we are

Overview of LSV:	Save lives and empower communities to safely enjoy water This purpose statement reflects our commitment to making a difference in people's lives while fostering the safe and enjoyable use of water resources. It is linked to and consistent with the proud traditions and programs of our founding organisations, the Royal Life Saving Society – Australia and Surf Life Saving Australia. We want every person associated with our organisation to connect with this purpose statement and inspire our volunteers, members, colleagues, and staff to continue our vital work, fuelling our passion and dedication towards our collective goals. Together, we will make a meaningful difference in the lives of individuals and communities.
Our values	At LSV, our core values help us make decisions and guide how we treat volunteers, our community, and each other. They are the standard by which we and others will judge LSV's actions. • People – we put PEOPLE at the centre of everything we do • Courage – we have the COURAGE to act • Community – we are a united COMMUNITY • Respect – We are TRUSTED in our water safety programs and practices • Trust – We RESPECT our organisation, environments and communities
Safeguarding children	It's everyone's responsibility at LSV to understand and comply with LSV's and SLSA's Safeguarding Children and Young People guidelines.

Position description

Manager – Research and Evaluation



Risk and safety

We always take a risk-based approach, ensuring we are informed in our decision making. The safety of our staff, volunteers, and the community is at the forefront of our decisions and activities.

Key responsibilities

- Oversee and manage research and evaluation at LSV including: conduct research, monitor and evaluate projects relating to aquatic related death and injury; develop and manage research and evaluation studies; provision of expert advice to internal and external stakeholders on research and evaluation methods; and manage and conduct program evaluation activities across LSV and Victorian Government, such as Play it Safe by the Water activities.
- Remain up to date with current water related injury prevention issues, with provision of expert advice to internal and external stakeholders on directions for drowning and aquatic related injury prevention strategies and health promotion initiatives through professional networks, journals and other forms of communication
- Identify and source research opportunities through research grants and/or commissioned research including government sources.
- Manage and assist with preparation, writing and production of technical and non-technical reports and peer reviewed publications for key LSV projects within specific deadlines.
- Develop research study design and ethics applications and ensure adherence to ethics and privacy requirements.
- Manage administration relating to the Research and Health Promotion business unit including managing project and unit budget, and reporting for internal and external stakeholders and processes relating to data exchange.

Liaison and key relationships

Internal

- LSV executive group
- Business unit managers
- LSV staff
- LSV board of directors
- LSV volunteers
- LSV community organisations

External

- Key service providers
- Academic institutions
- National Bodies
- Department of Justice and Community Safety, Emergency Management Victoria and other government departments

Position description

Manager – Research and Evaluation



- Other police and emergency service sector agencies
- Agencies
- Corporate partners, sponsors & in-kind supporters

Experience and qualifications

Essential experience and qualifications

To be successful in this role you must have:

- A relevant postgraduate qualification in public health or related field plus an appropriate level of expertise gained from a combination of experience, training or professional accreditation.
- Demonstrated experience leading and managing teams.
- Demonstrate experience in similar role including experience in quantitative and qualitative research and analysis, and evaluation, and evidence-based research methods.
- Excellent verbal communication skills including public speaking e.g. at conferences. Excellent written communications skills including the capacity to compile and prepare high-quality reports, including peer-reviewed journal articles, and other documents for a range of audiences.
- Computer literate, including experience with MS Word and MS Excel. Experience with SPSS, R, NVivo or other data analysis packages.
- Current driver's license, flexibility to travel and to work hours outside typical business hours.
- Current VIC Employee Working with Children Check (or willingness to obtain)

Desirable experience and qualifications

Whilst not essential, the following will also help you be successful in this role:

- Previous experience in the aquatic injury prevention field.
- Previous experience using different behavioural models and evaluation frameworks.
- Knowledge of water safety, lifesaving, Life Saving Victoria, Surf Life Saving Australia and Royal Life Saving Society Australia.

Position description

Manager – Research and Evaluation



Manager/lead specialist capabilities

The LSV capability framework describes the capabilities, expressed as behaviours and skills, which set out clear expectations about performance at LSV. Core capabilities describe the behaviours and skills fundamental to delivering LSV's mission and vision and supporting capabilities describe behaviours and skills that enable this success. Below are the capabilities required for this position.

Core capabilities

Knowing our sectors	Proactively ensures strong knowledge of sector/s issues and initiatives and remains up to date. Ensures team(s) are aware of the sector/s context and LSV's operating models and the implications of their actions. Actively instils a sense of ownership and empowerment within the team(s) they lead. Actively manages team(s), taking corrective action where needed.
Driving results	Takes ownership for delivery of allocated work streams in a timely and effective manner and escalates issues where required. Ensures the quality of outputs of direct reports and ensures they are delivered within determined budget and timeframe.
Focusing on stakeholders	Develops a thorough familiarity of stakeholders and considers and balances these in activities undertaken. Ensures the activities of others within their team(s) are aligned with balancing stakeholder and LSV needs.
Managing risk and compliance	Identifies where improvements to managing risk can be made within own remit of responsibility in alignment with team and organisational plans. Establishes and enforces relevant risk management practices and processes to ensure the team(s) they lead operate in a risk-aware and compliant manner.
Leading people	Supports and provides focused on-the-job training for colleagues and new starters to address skill gaps, and role models LSV's values. Provides ongoing feedback in a constructive manner to increase employees' capabilities and confidence.

Supporting capabilities

Innovation	Thinks beyond the team's conventional approaches to formulate creative methods to deliver results. Encourages reports to think creatively and input into problem solving discussions that contribute toward organisational effectiveness.
Agility	Proactively identifies and develops new methods or improvements to address work challenges within own work area and applies flexible prioritisation. Deals effectively with complex situations and clarifies ambiguous situations for team members. Encourages team to work flexibly during periods of change and seeks feedback on performance to continually improve their capability.
Collaboration	Identifies opportunities to work with others and actively participates in accomplishing team goals. Encourages the contribution of knowledge and expertise from others to support the accomplishment of both individual and team goals.
Communication	Communicates in a clear and concise manner, using the most appropriate method for the situation e.g. face to face, email etc. Reaches agreement through flexibility and compromise. Clearly communicates concepts and updates at internal and external forums. Provides clear direction and concise feedback to their team(s). Promotes a culture where issues are openly discussed and encourages everyone to share their viewpoints.

Position description

Manager – Research and Evaluation



Being your best

Role models resilience and responds appropriately in challenging situations. Works through challenges and remains calm and focused. Is responsive to and respectful of diverse cultures, backgrounds, experiences, perspectives, values and beliefs. Understands the link between health, wellbeing and personal effectiveness. Shares and participates in healthy habits; social, exercise, betterment.