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| **Your division** | Endeavour Foundation Centre for Excellence |
| **Your team** | Centre for Excellence, Executive Leadership |
| **You report to** | General Manager – Specialist Services |

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| **Senior Research Advisor**  Success Profile |  |

**PURPOSE OF YOUR ROLE**

The Senior Research Advisor will support the development and implementation of the Endeavour Foundation Centre for Excellence. This will include supporting organisation-wide research projects and developing mutually beneficial partnerships with universities to provide research support and in-depth interpretation of publications and other research data.

Reporting to the General Manager – Specialist Services, the position is accountable for Endeavour Foundation’s operational set up of the Centre for Excellence, development and maintenance of relationships with university partners and reporting on research activities undertaken through the Centre for Excellence and their impact on the lives of people with disability

**ORGANISATIONAL PROFILE**

Safety

Connect to purpose.

Model the way

Challenge

Encourage &

empower

**MISSION**

**PURPOSE**

We partner with

people to

aspire for more

Make possibilities a reality

**VALUES**

**VALUES BASED leadership**

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**KEY SUCCESS AREAS**

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| **SAFETY** | * Committed to working within Endeavour Foundation’s Work, Health and Safety policies and procedures and contributing to our aspiration of Zero Harm within the workplace. * Undertake work in a manner that is not harmful to your health and safety and the health and safety of others. * Monitor workplace conditions and identify and report potential hazards, incidents and any work related or personal injury or illness (where it may affect your ability to work safely). * Demonstrate safety is a priority by attending and actively participating in all OHS and other mandatory training programs. |
| **CLIENT**  **CONNECTION** | * Build and maintain strong relationships with university partners and other external stakeholders. * Support a culture of research practice that focusses on measuring and reporting on impact. * Collaborate with business leaders to deliver the best outcomes for people we support. |
| **OUR PEOPLE** | * Demonstrate and foster values-based leadership. role modelling Endeavour Foundation’s values and behaviours. * Navigate, contribute to, and influence cross functional collaboration and stakeholder management. * Be accountable for ensuring appropriate governance and assurance in decision making. * Provide clear direction aligning with organisational strategy, goals and values. |
| **OPERATIONAL EXCELLENCE** | * Play a lead role in the establishment of the Centre for Excellence with a focus on meaningful and impactful research that improves the lives of people with disability. * Develop research proposals, guidelines and project plans to support Endeavour Foundation’s research strategy. * Identify and develop opportunities for linkages with universities, government and research bodies to enhance research opportunities and partnerships. * Contribute to publications where appropriate. * Collate and analyse research data to interpret trends and report to the Endeavour Foundation Senior leadership team and Executive as required. * Monitor potential avenues for research funding including philanthropic grants where available. * Oversee the activities of the Endeavour Foundation Disability Research Fund including the annual Grants Round and subsequent outputs and reporting from Grant recipients. * Develop and maintain mutually beneficial working relationships within Endeavour Foundation and with external bodies to establish viable interactive partnerships and collaborative opportunities. |
| **FINANCIAL SUSTAINABILITY** | * Clear decision making balancing a commercial environment and research priorities. * Support Endeavour Foundation’s operational viability through the successful management of finances within your role, and continuously identify opportunities to increase efficiencies. * Support the development of business plans aligned to the Centre for Excellence, maintaining sound communication with your Leader to monitor and report on progress. |

**WHAT YOU NEED TO SUCCEED**

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| CAPABILITIES | * Ability to.collate, analyse and present research information to inform organisational strategy and operational excellence * Ability to develop and maintain positive collaborative relationships * Ability to proactively strive to achieve measures of success, take initiative and continuously seek to improve individual and business performance. * Ability to be adaptable, flexible, and proactive with a sense of urgency to adapt to a changing environment |
| SKILLS & QUALIFICATIONS | * Post-graduate Tertiary qualification in an area of research relevant to disability * Exceptional stakeholder management and negotiation skills, with an adaptable communication style. * High level research and analytical skills for data discovery and reporting. * Superior written and verbal communication skills, to ensure clear and concise information is developed and presented to key stakeholders. * Demonstrated problem solving skills, to successfully identify problems, develop solutions and implement these using a logical and systematic approach. * Strong proficiency with Microsoft Suite of products including Excel, PowerPoint, and other programs relevant to the role. * A current drivers licence and willingness to undergo security checks relevant to the role. |
| EXPERIENCE | * Proven experience in undertaking research within the tertiary sector * A diverse skill set with the ability to manage tasks whilst also maintaining strong internal and external stakeholder relationships. * Experience working with and understanding the NDIS and disability services is highly desirable. |