

POSITION DESCRIPTION

POSITION TITLE	Research Officer
DIRECTORATE - SECTION	Development Services – Strategic Planning
LEVEL - EBA	5/6 - Salaried
RESPONSIBLE TO	Principal Strategic Planner

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

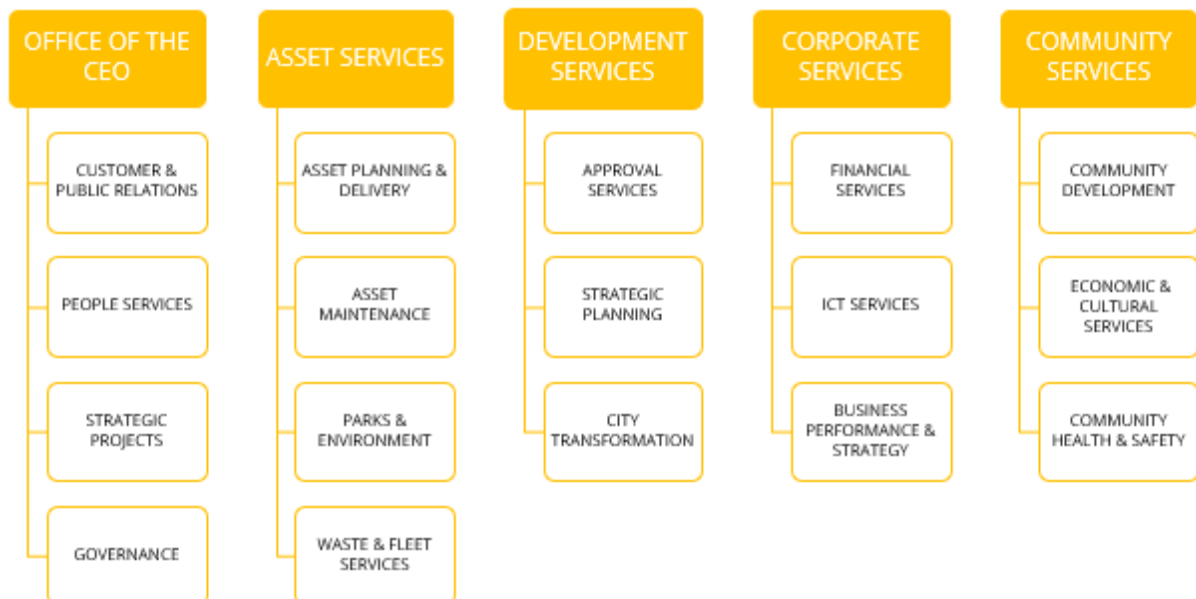
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

The Research Officer will work closely with various teams within the Development Services Directorate to initiate and plan research activities utilising a range of techniques, methods and collection sources. This position will execute research and analysis, interpret and communicate findings that provide additional evidence and value to the City's strategic projects, policy development and service programs.

KEY RESULT AREAS

KEY POSITION ACCOUNTABILITIES

- Works as part of a team, and under limited direction, including setting and achieving research focus areas and priorities, planning research processes, monitoring progress and quality, and pursuing conclusions that add value to the subject matter in line with the City's strategic objectives.
- Provides technical support, including quantitative and qualitative research, analysis and compilation, and presentation of results and findings to project teams in the Development Services directorate.
- Will approach work items strategically, develop and refining systems and processes to remain well informed of industry best practice and legislative and policy reform.
- The preparation and effective presentation of high-quality and documentation, including reports, tables and graphics with high attention to detail and accuracy.
- Maintains databases and reports on profiles and trends on demographic, economic and development activities relevant to the City's strategic priority areas.
- Works collaboratively with public and private sector, industry groups and community stakeholders to support research initiatives.
- Prioritises tasks and managing resources to contribute to project delivery, strategy development and policy review / formulation.
- Provides informed judgment, initiative and with an ability to independently build or configure information to meet project requirements.
- Demonstrated excellent customer service, communication, interpersonal, negotiation and presentation skills for effective liaison with stakeholders at all levels.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

- Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Tertiary qualification in a relevant field including data science, economics, demography, economics, urban and regional planning, public policy, political science, law, and relevant experience or lesser qualification with more experience.

KNOWLEDGE, SKILLS AND ABILITIES (SELECTION CRITERIA)

- **Team Collaboration and Independence**
 - Demonstrated ability to work effectively as part of a team and independently.
 - Experience in setting and achieving research focus areas and priorities with limited direction.
- **Technical Research Skills**
 - Proficiency in conducting quantitative and qualitative research.
 - Strong analytical skills for compiling, analysing, and presenting research findings.
- **Strategic Approach and Innovation**
 - Ability to approach work strategically and develop systems and processes.
 - Knowledge of industry best practices and legislative and policy reforms.
- **Documentation and Presentation**
 - High attention to detail and accuracy in preparing reports, tables, and graphics.
 - Excellent skills in presenting research findings effectively and concisely to meet audience needs.
- **Data Management and Reporting**
 - Experience in maintaining databases and reporting on demographic, economic, and development trends.
 - Ability to provide insights relevant to strategic priority areas.
- **Stakeholder Engagement**
 - Proven ability to work collaboratively with public and private sectors, industry groups, and community stakeholders.
 - Strong interpersonal and negotiation skills for effective liaison with stakeholders at all levels.
- **Project and Resource Management**
 - Ability to prioritise tasks and manage resources to contribute to project delivery and strategy development.
 - Awareness of approaches to policy review and formulation.
- **Judgment and Initiative**
 - Demonstrated ability to provide informed judgment and take initiative.
 - Capability to independently build or configure information to meet project requirements.
- **Communication and Customer Service**
 - Strong customer service, communication, interpersonal, and presentation skills.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.

- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Strategic Services
DATE PD REVIEWED/APPROVED: 29 November 2024
