ROLE DESCRIPTION

Senior Research Officer

Cluster	Justice
Division/Branch/Unit	NSW Bureau of Crime Statistics and Research
Location	Sydney
Classification/Grade/Band	Departmental Professional Officer Grade III
ANZSCO Code	224412
Role Number	13000072, 13000064-65,13000080, 13000082, 13000106, 13000108, 13000118-119
PCAT Code	2119192
Date of Approval	15 October 2015
Agency Website	www.bocsar.nsw.gov.au

Primary purpose of the role

Conduct research into crime and criminal justice.

Key accountabilities

- Undertake research into crime and criminal justice.
- Evaluate the impact of programs on crime, criminal justice and re-offending.
- Write research reports and briefing notes.
- Present papers at seminars and conferences.
- Provide technical advice to Departmental staff and staff from other agencies on research methodology.
- Review research proposals and research papers by outside individuals and organisations.

Key challenges

- Working out how to evaluate programs in non-experimental settings and keeping abreast of the literature on evaluation methodology.
- Conducting research and writing reports within tight deadlines.
- Remaining objective and dispassionate while maintaining a good working relationship with key stakeholders, program managers and policy analysts.

Key relationships

Who	Why
Internal	
Research Manager	For direction and guidance
	To provide advice on the progress of research projects.
Research Team	To collaborate with other Bureau researchers to produce timely, accurate research to inform policy on crime and criminal justice issues.
External	
External government and non-government agencies and individuals	Provide advice on crime and criminal justice research, methodology and other current issues in the field to Departmental staff and other organisations.
	Liaise with Bureau, Departmental and external individuals and agencies to ensure that research (particularly collaborative research) meets quality standards and time deadlines.

Role dimensions

Decision making

The Senior Research Officer has responsibility for producing high quality, timely research. As a part of this process, the Senior Research Officer makes decisions about the appropriate measurement instruments and sampling of subjects for research projects, the appropriate testing, presentation and interpretation of statistical data to be included in research reports, and the structure and argument of written reports.

Reporting line

The role reports directly to the Research Manager.

Direct reports

Nil.

Budget/Expenditure

N/a

Essential requirements

Honours degree or equivalent in statistics, economics, epidemiology, psychology or another discipline with a strong statistical component.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	**Display Resilience and Courage**	**Adept**
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Adept
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Adept**
	Influence and Negotiate	Intermediate
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	Adept
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	Adept
Business Enablers	Finance	Intermediate
	Technology	**Adept**
	Procurement and Contract Management	Intermediate
	Project Management	**Adept**
People Management	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Business Outcomes	N/A
	Manage Reform and Change	N/A

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Display Resilience and Courage	Adept	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback/advice • Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively • Raise and work through challenging issues and seek alternatives • Keep control of own emotions and stay calm under pressure and in challenging situations
Relationships Communicate Effectively	Adept	• Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Work Collaboratively	Adept	• Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/ units to solve issues and develop better processes and approaches to work
Results Deliver results		• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Problems		• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Technology	Adept	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation
Project Management	Adept	• Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects