

Position Description

Assistant Director (Social Research)

The Yoorrook Justice Commission

The Yoorrook Justice Commission (Yoorrook) is the first formal truth-telling process into historical and ongoing injustices experienced by First Peoples in Victoria since colonisation. Yoorrook will:

- Establish an official record of the impact of colonisation on First Peoples in Victoria.
- Develop a shared understanding among all Victorians of the impact of colonisation, as well as the diversity, strength and resilience of First Peoples' cultures.
- Make recommendations for healing, system reform and practical changes to laws, policy and education, as well as to matters to be included in future treaties.

Yoorrook is independent of government and the First Peoples' Assembly of Victoria. It has been established as an independent Royal Commission under the *Inquiries Act 2014*. See [here](#) the Letters Patent that set out Yoorrook's mandate.

Yoorrook is unique among Royal Commissions because, while it is for the benefit of all Victorians, First Peoples drove its design and remain at its centre.

Strategic Priorities and Values

Yoorrook's strategic priorities of **truth, understanding and transformation** are encompassed by our values, and guide the way in which we will work. Everything we do must contribute to achieving these three goals. For more information about how these values inform Yoorrook's strategic priorities see [here](#).



Position Summary

The Assistant Director of Social Research will lead a significant social research component of Yoorrook’s work as part of the Strategic Policy and Research Unit. The Unit’s work involves conducting, commissioning, managing and quality assuring ground-breaking research across a wide variety of areas such as history, sociology, anthropology, economics and law. You must be an established social scientist with demonstrated skills in quantitative research methods. Experience in qualitative methods is also valued. You should be used to collaborating with others to achieve practical outcomes and have an excellent understanding of the impact of colonisation on First Peoples.

The role requires experience in building and leading a collaborative multi-disciplinary team, and experience in delivering multi-method projects under time pressure in a complex and sensitive environment. The team will also be responsible for managing research and policy projects, analysing submissions and other evidence, drafting background and issues papers, as well working on the interim and final reports under the direction of the Commissioners. The Strategic Policy and Research unit is also responsible for developing policy options to support Yoorrook’s recommendations for systemic reform.

You must be a proactive self-starter with exceptional interpersonal skills. To succeed in this role, you will be someone who is outcomes focused, an exceptional writer and communicator; thrives on a challenge and working in a diverse multifaceted environment; and is passionate about truth and justice for First Peoples in Victoria. As a lead researcher, the role requires extensive social science research experience in First Nations history and/or socio-economic/political analysis, mixed qualitative and quantitative methods, and Indigenous research methodologies. The role also requires awareness and understanding of the history and culture of First Peoples in Victoria. Successful candidates will also have an ability to work in a complex, culturally sensitive, trauma-informed and fast paced environment, with demonstrated research, analytical and communication skills with an ability to work cooperatively.

Classification	Senior Technical Specialist
Term	Fixed term till 30 June 2024
Salary Range	\$170,997-\$232,558 plus 10% employer superannuation contribution
Reports to	Director, Strategic Policy and Research
Location	Melbourne

Key Accountabilities

1. In line with the direction of the Commissioners, work collaboratively with the Director of Strategic Policy and Research, Counsel and Solicitors Assisting and all key staff across Yoorrook to lead, plan, and deliver major strategic research projects to support Yoorrook's objectives including the causes and impact of ongoing systemic injustices against First Peoples. This includes scoping, quality assuring and managing the delivery of procured and internal research across a wide range of subject matters, including the development of issues papers, literature reviews and other outputs for publication.
2. Develop and maintain effective relationships and partnerships with stakeholders across a wide range of sectors relevant to Yoorrook's inquiry to build support for Yoorrook's work and ensure high quality and relevant research outputs.
3. Concisely and effectively communicate research findings to Commissioners, the CEO and staff to support integration of analysis of large volumes of data from other sources of authoritative evidence, including submissions and hearings.
4. Contribute to the management, drafting and quality assurance of Yoorrook's formal reports in line with the direction of Commissioners.
5. Lead a multi-disciplinary team of Yoorrook's researchers and consultants in a collaborative and culturally-informed team environment.

Key selection criteria

1. Sound knowledge of and track record in developing and applying quantitative social research methods and analysis. Experience in mixed research methods, and ethical research standards including those specific to First Peoples is also required. Demonstrated experience and/or understanding of Indigenous research methodologies.
2. An excellent knowledge and understanding of Aboriginal perspectives, the impact of colonisation of First Peoples, Aboriginal self-determination and cultural safety.
3. Outstanding project management and coordination skills, including experience in delivering complex research projects while working in pressured situations and demonstrated flexibility and adaptability to respond to changing priorities.
4. High level research and analytical skills with demonstrated ability to quickly synthesise large volumes of information from a range of sources to produce concise reports or briefings.
5. Demonstrated experience with quantitative analysis software tools.

6. Highly developed interpersonal and communications skills, including the ability to establish and maintain effective working relationships with internal and external stakeholders, to provide clear advice, to influence and negotiate effectively and to manage people.
7. Advanced degree qualification (Masters or PhD) in a relevant social sciences area of study such as Indigenous Studies, settler-state relations, sociology, gender studies, geography, cultural heritage studies, history, anthropology, or economics.

Desired requirements

8. Experience in applying Indigenous epistemology, place-based or community-led research would be an advantage.
9. Strong and wide-ranging professional networks in academia and community.
10. Experience working with Aboriginal communities and organisations.

Additional information

Please note that as the work of Yoorrook is unprecedented, the focus of roles may be subject to change to ensure Yoorrook can be responsive to First Peoples' needs and deliver on its mandate.

Yoorrook Commitment

Diversity and Equal Employment Opportunity

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply for this position.

It is important to us that candidates with disability can participate equitably in the recruitment process. If you need assistance or adjustments to fully participate in the application or interview process or if you have any enquiries about diversity and inclusion at Yoorrook, please contact (03) 7017 3387.

Supporting our employees balance their work and life commitments.

The nature and scope of flexible options available will depend on the nature of the position. Applicants are encouraged to discuss flexible arrangements with the hiring manager during the recruitment process.

Occupational health and safety responsibilities

In the context of OHS policies, procedures, training and instruction, as detailed in Section 25 of the *Occupational Health and Safety Act 2004*, employees are responsible for ensuring they:

- Follow reasonable instruction
- Cooperate with their employer

- At all times, take reasonable care for the safety of others in the workplace.

Security requirements and professional obligations

- **Pre-employment screening may apply to all appointments**
- Preferred applicants may be asked to provide evidence of their qualifications
- All preferred applicants will be required to produce sufficient proof of their identity prior to commencing employment with the department
- Employment of successful candidates may be subject to a National Police Check

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