



FARE Position Description

Job Title:	Research Analyst	Location:	Australia-wide
Team:	Policy & Research	Position Type:	Full-time
Award:	Social, Community, Home Care & Disability Services Industry Award 2010	Award Level:	Level 4
Reports to:	Policy & Research Director		
Primary Job Purpose			
<p>The purpose of this role is to support FARE's vision in achieving an Australia free from alcohol harms, by informing evidence-informed policy. The Research Advisor will work within the Policy and Research team, providing analysis and advice on emerging evidence on alcohol use and harm.</p>			
Responsibilities			
<ul style="list-style-type: none"> Monitoring and analysis of emerging research and data relating to alcohol use and harm. Collating evidence into briefs and reports, to support FARE's engagement with media and stakeholders. Undertaking literature reviews or rapid reviews on key and emerging issues. Undertake analysis of data and prepare research reports and briefs. Contribute research and analysis to policy submissions, reports and other written correspondence. Identifying research opportunities to support FARE's Strategic Plan, such as community polling, focus groups and other research methodologies. Liaising with stakeholders including universities, research firms and other not-for-profit organisations. Managing research projects, including contract management. Work across the organisation to support the evaluations or health promotion projects and contribute to impact measurement. Perform other duties as directed by the CEO and/or Policy and Research Director. Apply the principles and practices of FARE and adhere to the company's Values and Code of Conduct. 			
People Management	The position has no direct line management responsibilities		
Budget Management	The position has no budgetary responsibilities		
Capabilities			
Qualifications/ Experience	<ul style="list-style-type: none"> Academic qualifications in social research, health, epidemiology, statistics, public policy or other relevant subject area. Professional experience in research assistance, including literature review and data analysis. 		
Knowledge/ Skills	<ul style="list-style-type: none"> Strong ability to synthesize information into briefing and reports. Knowledge of both qualitative and quantitative research methods. Strategic thinking, especially in relation to translating research into policy action. Strong verbal and written communication skills. Ability to work in a team and across an organisation. Ability to set goals and work productively with minimal supervision. 		



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Personal Attributes	<ul style="list-style-type: none">• Ability to manage conflicting priorities within a dynamic environment.• Values-based and outcomes focused.• Demonstrated 'can-do' attitude and actively contribute to developing a culture of excellence, creativity, responsiveness and flexibility.		
Reviewed By:	Melanie Poole	Date:	27 August 2021
Approved By:	Caterina Giorgi	Date:	1 September 2021
Last Updated By:		Date/Time:	