

Job Title:	Research Lead	Location:	Australia Wide
Team:	Policy & Research	Position Type:	Full time/ PT negotiable
Award:	Social, Community, Home Care & Disability Services Industry Award 2010	Award Level:	Level 6
Reports to:	Policy & Research Director		
Primary Job Purpose			
<p>The Research Lead oversees FARE’s research program and ensures FARE has a strong, timely, and relevant evidence base to advance its policy and advocacy objectives. The role oversees research contracts and partnerships, develops research scopes informed by policy knowledge, and reviews both commissioned and external research. The Research Lead synthesizes insights and translates evidence into clear, impactful advice that strengthens FARE’s policy positions, advocacy strategies, and public communications. The role also stays connected to the broader research community, monitoring emerging trends and opportunities that can enhance FARE’s impact.</p> <p>The role will have a high degree of autonomy within the Policy and Research team, reporting to the Policy and Research Director.</p>			
Responsibilities			
<ul style="list-style-type: none"> • Oversee FARE’s commissioned research program and identify opportunities for communicating and translating the research, in consultation with the Policy and Research team. • Oversee the commissioning and management of research contracts and partnerships, ensuring projects are delivered on time, within scope, and aligned to FARE’s priorities. • Review and critically assess both commissioned and external research to determine relevance, quality, and implications for FARE’s work. • Develop and maintain strong relationships with researchers with an interest in areas relevant to FARE’s strategic priorities including alcohol policy and public health. • Convene discussions, events and meetings of researchers on issues relevant to FARE’s strategic priorities. • In collaboration with the Policy and Research Director, manage the Policy and Research team’s research budget, identify FARE’s strategic research priority areas, and work collaboratively with stakeholders to design and implement research that addresses these priorities. • Monitor and analyse data and research related to FARE’s strategic priorities by external agencies such as the Australian Institute of Health and Welfare (AIHW) and Australian Bureau of Statistics (ABS). • Prepare briefs and materials that support FARE’s policy agenda, including identifying opportunities to communicate relevant findings and insights through FARE’s public channels. • Support the Policy and Research team to plan, design and undertake high quality research. • Undertake rapid research projects that contribute to FARE’s strategic priorities. • Provide advice to the Communications team on research trends to support FARE’s communication activities. • Oversee research procurement, ensuring strong alignment with FARE financial policies and practices. • Represent FARE at stakeholder forums, events and meetings. • Utilise FARE’s Customer Relationship Management system to support robust stakeholder relationships. • Perform other duties as directed by the CEO and/or the Director of Policy and Research. • Apply the principles and practices of FARE and adhere to the company’s Values and Code of Conduct. 			

<ul style="list-style-type: none"> Adhere to all the requirements of the Work Health & Safety Act and Regulations, both personally and in relation to the other staff and the company in general. 			
People Management	The position has no direct reports.		
Budget Management	The research lead will assist the director in managing the research budget.		
Capabilities			
Qualifications/ Experience	<ul style="list-style-type: none"> Academic qualifications in health, epidemiology, statistics, research design, public policy or other relevant subject area. Professional experience in project and contract management, stakeholder engagement and research program delivery. Experience in applied public research. 		
Knowledge/ Skills	<ul style="list-style-type: none"> Experience in project and contract management, especially within a research context. Experience in quantitative and qualitative data analysis and synthesis. Understanding of government policy processes and issues. Strong interpersonal and communication skills, adaptable to many stakeholder settings. Ability to work with others across teams and at all levels, as well as developing workflow processes. Ability to set goals and work productively with minimal supervision. 		
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. Demonstrated commitment to continuing professional and personal development. 		
Reviewed By:	Ayla Chorley	Date:	22/05/2023
Approved By:	Caterina Giorgi	Date:	30/05/2023
Last Updated By:	Robyn Gawenda	Date/Time:	19/02/2026