

<b>Position Title</b>	Senior Research Assistant
<b>Group/Portfolio</b>	Arts, Education and Law / Griffith Criminology Institute
<b>Classification</b>	Senior Research Assistant, Grade 1 (SR1)
<b>Position Number</b>	00063410
<b>Reports To</b>	Director, TCTL
<b>Employment Type</b>	Fixed term

## 1.0 Position Purpose

This position is a member of the Transforming Corrections to Transform Lives (TCTL) Centre within the Griffith Criminology Institute, providing high level research assistance for specific projects as directed by the Director and senior staff members.

The aims of the TCTL Centre are to:

1. Co-create change to better support incarcerated mothers and their children to:
  - Break cycles of disadvantage and offending
  - Live in safety with dignity and fulfillment
2. Empower the sector, through collaboration, to engage in integrated service delivery.
3. Co-create an evidence-base for sustainable system change and program effectiveness to drive long-term government adoption of the TCTL model.

The Senior Research Assistant provides high level support to the TCTL Centre activities and contributes to the research of the Centre in one or more areas of systems assessment and systems transformation (government and NGO social services and criminal justice sector), design, delivery and evaluation of Communities of Practice, design and administration of research materials including quantitative and qualitative evaluation measures, and evaluation of an intensive service delivery model for mothers and children.

## 2.0 Eligibility Requirements

- The occupant of this position will hold a Bachelors Degree with Honours and have at least 3 years work experience in a field based/desktop research role, or equivalent qualifications/work experience in a relevant field (e.g. criminology, policy and government systems, psychology, social work, etc).

## 3.0 Key Responsibilities

- Conduct field work and research that contributes to the objectives of the Transforming Corrections to Transform Lives Centre.
- Assist with the design of data collection, scientific tests or interview regime.

- Be responsible for data collection, storage and preliminary analysis of data collected in accordance with the research protocols as stipulated.
- Management and drafting of reports and scholarly articles relevant to TCTL Centre activities.
- Manage the coordination of meetings between researchers and participating external administrators as required.
- Supervise Research Assistants as required.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Lead and promote compliance with relevant legislation and University policies and procedures, including research ethics, equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

#### 4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](#).