

**POSITION DESCRIPTION – Research & Practice Development Officer****Part 1 – Expectations for Your Role**

Position	Research & Practice Development Officer
Service / Program	Reconnexion
Industrial Instrument	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
Instrument Classification	Level 5
Reports to	Team Leader (Counselling & Research)
Effective Date	November 2026

Reconnexion is a government-funded service that for 40 years has provided support to individuals with benzodiazepine dependency as well as their treating professionals.

The Research & Practice Development Officer supports Reconnexion's commitment to evidence-informed practice by monitoring emerging research and translating knowledge into practical resources, recommendations and service improvements. The role helps ensure programs, resources and service delivery reflect contemporary evidence and sector developments, while supporting research, partnership and innovation opportunities that strengthen service quality and community outcomes.

Key Deliverables

Research & Knowledge Translation

- Monitor and review emerging research, evidence and sector developments relating to benzodiazepine dependence, withdrawal and related health fields.
- Summarise and communicate research findings in a clear, accessible and practical manner for staff, clients, health professionals and other stakeholders.
- Support the translation of evidence into practice by contributing to service improvements, resource development and program enhancement activities.
- Develop, review and update resources, educational materials and training content to ensure information remains contemporary and evidence-informed.
- Contribute to research projects undertaken by Reconnexion and partner organisations.

Data, Reporting & Evaluation

- Assist with the collection, analysis and interpretation of service data to support quality improvement, evaluation, and service planning.
- Prepare reports, presentations, summaries and briefing documents for internal and external stakeholders.

Stakeholder Engagement & Service Development

- Develop and maintain positive working relationships with health services, universities, professional networks and other sector stakeholders.
- Support opportunities for collaboration, innovation and service development that align with organisational priorities and sector need.
- Assist in the coordination of events, such as stakeholder events, forums, conferences, presentations and knowledge-sharing activities.



- Engage with stakeholders and support research, service development and knowledge-sharing activities across metropolitan Melbourne and occasional regional Victorian locations, including travel as required.

Team Contribution

- Work collaboratively with managers and program staff to ensure research and practice development activities support service delivery and organisational objectives.
- Promote awareness of Reconnexion's expertise, resources and contribution to the health and AOD sectors.

Skills

- Ability to locate, review and interpret research and evidence from a variety of sources.
- Strong written communication skills, including the ability to summarise complex information for diverse audiences.
- Ability to develop high-quality resources, presentations and educational materials.
- Strong organisational and project coordination skills.
- Effective stakeholder engagement and relationship-building capabilities.
- Sound analytical and problem-solving skills.
- Proficiency in Microsoft Office, Canva and online research databases.
- Confidence presenting information to groups and facilitating discussions.

Experience and Knowledge

- Experience reviewing, analysing or communicating research, evidence or technical information in a health, community services or related setting.
- Knowledge of the health, alcohol and other drugs (AOD) and/or mental health sectors.
- Understanding of evidence-informed practice and continuous quality improvement principles.
- Experience preparing reports, resources, presentations or educational materials.
- Experience building and maintaining effective relationships with internal and external stakeholders.
- Demonstrated health related research experience
- Demonstrated experience with relationship building

Qualification/Registrations/Licences

- Tertiary qualifications in Public Health, Health Science, Psychology, Social Work, Allied Health, Community Services or a related discipline, or an equivalent combination of qualifications, professional experience and demonstrated expertise in research, evaluation, evidence translation or practice development.
- Current and maintained unrestricted driver's licence.

Physical Requirements

- **Office Environment:** Sit for extended periods and use office equipment.
- **Data Entry:** Type and handle administrative tasks.
- **Office Mobility:** Move around the office and attend meetings.
- **Light Lifting:** Lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Read documents and communicate effectively in person and via phone/video.
- **Travel:** Travel locally to Each locations.

Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.



POSITION DESCRIPTION - Employee
Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Our Commitment to Inclusion at Each

At Each, inclusion is at the heart of how we work, connect and care. We are committed to creating a workplace and services that are safe, welcoming and responsive, where every person feels respected, valued and able to be themselves.

We celebrate and actively support diversity in all its forms, including Aboriginal and Torres Strait Islander peoples, LGBTIQ+ communities, people with disability, people from diverse cultural and faith backgrounds, people of all ages, and those with lived and living experience of our services.



All employees, volunteers and contractors at Each are expected to:

- Treat others with respect, curiosity and care
- Contribute to a workplace free from discrimination, bullying and harassment
- Engage in culturally safe and responsive ways
- Speak up and take action when behaviours do not align with our values
- Participate in learning to strengthen inclusion, equity and belonging

Key Selection Criteria

Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

Mandatory Compliance

- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia
- Consent to Each sharing relevant personal information with the Victorian Department of Education under Early Childhood Workforce Register obligations (If required for the role).

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct & Each's Child Safe Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.(VIC Only)
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.