



## Job Description Form

### Research Support Officer, L4 (DPC24039)

Directorate:	Office of Digital Government	Reports to:	Research Project Coordinator
Branch/Section:	Data Unit	Supervises:	0 FTE
Location:	Perth Metro		

#### **Our vision is to lead a connected government that delivers a brighter future for Western Australians.**

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

#### **Our values, *Leadership, Connection and Impact*, underpin the way we work.**

The Data Unit is an interdisciplinary team tasked with improving how the public sector uses evidence to make better decisions and policy. We work with a broad range of agencies and tackle the State's most complex social, health, environmental and economic issues. The work we do underpins better strategy, operations and service delivery in the whole sector.

#### **About the Role and Responsibilities**

This position is responsible for supporting the access to and use of the Department's whole-of-government linked data platform, PeopleWA. The role aids in project coordination and supports the team in working with stakeholders to access data for better policy, strategy, service design, research and to support improved Aboriginal outcomes.

#### **Client Services**

- Support the Research Project Coordinator in communications with a broad range of stakeholders including medical researchers, government analysts, data custodians, non-government organisations and members of Aboriginal Community Controlled Organisations.
- Provide advice on project proposals, access requirements and other administrative processes to a range of audiences.

- Support the development of information for stakeholders seeking access to data for policy, service delivery and research.
- Support the Research Project Coordinator to assist data custodians across government to resolve issues and progress projects.
- Support internal and external meetings and workshops, representing the Department of the Premier and Cabinet when required.

### **Project Management and Coordination**

- Provide administrative support on applications for data as they progress through a staged process, from concept to documentation, review, and approval through to data access and publication of research outputs.
- Review applications to ensure they comply with established ethical, privacy and data governance requirements, as well as relevant policies and procedures.
- Support the Research Project Coordinator to coordinate project approval in compliance with requirements for final release of information for research purposes.
- Use administrative systems, such as an application system and records management system, to support progressing applications through the staged application processes.
- Assist with the drafting of policies, data exchange agreements.
- Help to modify established workflows and processes as needed to deliver efficiencies and better customer service.

### **Business Support and Innovation**

- Support the maintenance of a public facing website to ensure its relevance and accuracy, and ensure it supports the needs of stakeholders.
- Assist the technical team to create process improvements that improve efficiency and/or are informed by end-user needs.
- Undertake other duties as required.

### **Corporate Responsibilities**

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the Work Health and Safety Act 2020
- Undertakes other duties as required.

### **Work Related Capabilities (Selection Criteria)**

#### **Essential**

- Demonstrated project co-ordination skills, with the ability to work to agreed plans and timelines, anticipating issues that could impact work and keeping others informed.
- Effective interpersonal skills with an ability to liaise with a broad range of stakeholders.

- An ability to work independently and take initiative to prioritise work and meet deadlines.
- Good written communication skills, with an ability to clearly simplify concepts for a range of audiences.

### **Desirable**

- Knowledge of or experience in the research sector, with some familiarity with research design, grant applications, or ethics processes.

You must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.

### **Certification**

Authorising Signature:



**Date: 28/06/24**

**People Services:**



**Date: 01/07/24**