

## POSITION DESCRIPTION

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| <b>Position:</b>   | Research Officer  |
| <b>Location:</b>   | Brisbane  |
| <b>Reports to:</b> | Research Manager  |
| <b>Award:</b>      | Social, Community, Home Care & Disability Services Industry Award Level 4.1 – 4.4 depending on qualifications and experience. |

| ROLE SPECIFICATION  |
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| <p><b>The Organisation</b></p> <p>Link-Up (Qld) is an organisation committed to the principles and philosophies of community control as the best practice model for improving health and well-being of Aboriginal and Torres Strait Islander peoples.</p> <p>Link Up (Qld) supports the healing journeys of Aboriginal and Torres Strait Islander people who have been separated from their families and communities through forced removal, adoption, fostering or institutionalization. We deliver professional, culturally sensitive and confidential research, reunion and cultural wellbeing services.</p> |
| <p><b>Role Purpose</b></p> <p>The Research Officer performs the primary tracing and intensive research function for Link-Up (Qld) client cases. A key focus is to undertake detailed genealogical research and analysis to trace Aboriginal and Torres Strait Islander family histories and prepare complex research reports for the purposes of facilitating client reunions. The role is part of a highly motivated and collaborative team delivering research outcomes for clients in Queensland.</p>  |
| <p><b>Reporting Relationships</b></p> <p>The position reports to the Research Manager.</p>  |
| <p><b>Job tasks and objectives of the position</b></p> <p><b>Service delivery and research management</b></p> <ul style="list-style-type: none"> <li>• Perform the primary tracing and intensive research function for Link-Up (Qld) client cases.</li> <li>• Undertake detailed genealogical research and analysis to trace Aboriginal and Torres Strait islander family histories for the purposes of facilitating client reunions.</li> <li>• Prepare complex research reports, family trees and other documents using archival and other records.</li> </ul>  |

- Support clients to work through unpleasant information about family members in documents and other sources.
- Develop and maintain research inventories and plan of work activities.
- Conduct client file reviews and develop research action plans.
- Support intake team to assess research possibilities for prospective clients.
- Maintain in-depth knowledge of current information sources, record keeping systems, legislation and access policies.

#### **Administration**

- Maintain accurate paper-based and electronic client records (Foxtrot).
- Ensure confidentiality of client information and secure management of all program files and compliance with applicable privacy legislation and policies.
- Provide activity and evaluation reports as required.

#### **Self-management and team contribution**

- Display behaviour in alignment with Link-Up (Qld)'s values and vision.
- Participate in regular supervision meetings with manager and accept external professional supervision as agreed.
- Participate in performance review process.
- Contribute to effective team performance and attend team meetings.
- Attend relevant training.
- Comply with Link-Up (Qld)'s *Policies and Procedures*.
- Follow all safety procedures and contribute to a safe work environment.

#### **Develop and maintain linkages**

- Display consistent respect for and compliance with culturally appropriate ways of working with Aboriginal and Torres Strait Islander peoples.
- Ensure effective case liaison on research matters with cross-functional team members and other stakeholders.
- Foster positive relationships with Link-Up (Qld) staff and clients.
- Build and sustain productive working relationships with key government departments, record keeping institutions, communities and sources of history information.

***Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. Link-Up (Qld) can direct you to carry out duties which it considers are within your level of skill, competence, and training to meet business needs.***

### **PERSON SPECIFICATION**

#### **Required Qualifications**

Formal tertiary qualifications and/or extensive experience in social research, anthropology, Aboriginal and Torres Strait Islander studies or similar field.

#### **Essential Selection Criteria**

- Demonstrated understanding of the history and impacts of the forcible removal of Aboriginal and Torres Strait Islander children, and knowledge of the social and emotional wellbeing needs of Aboriginal and Torres Strait Islander peoples.
- High level expertise in family history research and/or anthropological or social research.
- Advanced written and verbal communication, report writing and case management skills.
- Proven ability to work in a culturally sensitive environment.
- Demonstrated ability to work collaboratively within a team to identify and deliver key requirements and objectives.
- Organisational and time management skills and the ability to manage competing priorities.
- Ability to build and sustain a network of diverse stakeholders to achieve research outcomes.
- Proficient in the use of family history search sources, desktop applications and database packages.
- Willingness to undertake National Police Check.
- Eligible for Blue Card.
- Must hold a current open Driver's Licence.