

# Amaze

## Position Description

<b>Position Title:</b> Research Lead	<b>Team:</b> Knowledge and Resources
<b>Reporting To:</b> Knowledge and Resources Manager	<b>Effective Date:</b> March 2023
<b>Hours:</b> 0.8 full-time equivalent (FTE) (30.4 hours a week), flexible	<b>Position type:</b> Fixed-term (12 months)
<b>Salary:</b> \$85,000 - \$95,000 + superannuation + salary packaging	<b>Location:</b> Work from Victoria Street, Richmond with some optional working from home days
<b>Vaccination requirement:</b> As this position requires work from the Victoria Street office, the successful candidate is to demonstrate triple COVID-19 vaccination status	

### About Amaze

Amaze is a leading autism organisation driving change so that Autistic people and their families can live their best lives.

For over 50 years Amaze has been supporting Autistic people and their families. Based in Victoria, Amaze has a national reach and is the home of Australia's national autism helpline – Autism Connect.

Amaze is here for all Autistic people of all ages and works together with the autism community and a broad range of supporters to create a more autism inclusive Australia.

As well as working to increase broader community understanding and acceptance of autism and providing high quality advice and support, we translate autism community experiences into broader policy needs.

A key focus for Amaze is to assist employers to be Autism Positive and create inclusive, sustainable support for autism employment.

### Amaze's commitment to Autism Positive Employment

Amaze is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We stay true to our name by hiring 'Amazing' people from a wide variety of backgrounds. After all, we want to be as diverse as the communities we serve. Our inclusive culture helps us to be bold, open to difference, embrace curiosity, and spark positive change in ourselves and others.

Amaze is an **Autism Positive Employer**. We provide support and adjustments, starting with the recruitment process! We nurture an environment that is personally accountable, supportive, psychologically safe, inclusive, and high performing.



### About the team

The Knowledge and Resources team provides high quality, evidence-and community-informed resources, and information to support Amaze programs.

### About the role

The Research Lead is responsible for identifying new and emerging research and trends within autism and disability. This is to inform work being done through the Autism Connect team and wider organisation. Reporting to the Knowledge Manager, the role will involve developing content and resources to make the research and literature accessible for a range of audiences. It will also include supporting the growth and maintenance of Amaze's resource repository with quality, evidence-informed resources, and information.

**Important:** This role will engage with material, such as research papers that include pathologising language, and controversial/sensitive topics regarding autism which may be triggering. Whilst we will offer supports to staff, consistent engagement with this content may not be suitable for all staff coming into this role.

### What you'll be doing

#### Research

- Research and write source documents, topic overviews and presentations/slides with up-to-date research on topics related to strategic priorities.
- Synthesise new and upcoming research and reports to present to Amaze staff and Autism Connect team.
- Manage relationships with and coordinate consultation from Neurodevelopmental Expert Panel to gather expert opinions and address gaps and trends in research and resources.
- Review and edit information and resources in line with evidence and quality frameworks as required.
- Coordinate development of resources and information with internal and external stakeholders as per co-design methodology.
- Maintain the reference library with new, up-to-date research that is appropriately assessed and tagged to be used in development of resources.
- Prepare summaries on data, literature, and best practice in response to media, policy, or programmatic enquiries.
- Ensure that Amaze content is up to date, including regular reviews of Knowledge articles and Local Knowledge listings.
- Support project work where feasible, in identifying relevant research to support evidence base and direction.

#### General

- Other tasks as required, aligned to skills, experience, and role level.
- Adherence to Amaze policies and procedure including the Amaze Code of Conduct.

## What you'll need to succeed

### KEY SELECTION CRITERIA

#### Qualifications and Experience

- Tertiary qualification in a relevant area (e.g., public health, social or population studies, or disability), preferably with research component and/or equivalent demonstrated experience in a similar role.
- Experience using Content Management Systems.
- Experience using reference libraries, preferably Zotero.
- **Desirable.** Experience using data visualisation software such as Power BI or Tableau.
- **Desirable.** Experience in the not-for-profit sector.

#### Knowledge

- Knowledge of autism and current practices, including current research.
- Knowledge and understanding of research methods and best practice.
- Autistic community focused with either knowledge of, or commitment to, developing respectful communications with Autistic people and their families and carers.

#### Capabilities

- Demonstrated ability to interpret and translate research papers and statistics into practical information for different audiences.
- Plain English writing skills and ability to produce both short and longer written resources on a wide range of topics.
- Well-developed research skills, and ability and understanding of the importance of evidence-based practice.
- Ability to manage personal responses in reaction to potentially triggering content.
- Ability to meet and exceed internal and external stakeholder needs whilst cultivating relationships that secure commitment and trust.
- Ability to work autonomously as well as part of a team, working to achieve effective, productive, and collaborative relationships across the organisation.
- Action-oriented with the ability to logically plan, organise and prioritise multiple projects/priorities to meet timescales and competing deadlines.
- High level of maturity and integrity, with personal drive and determination to deliver work on time and to a high standard.
- Fosters an inclusive workplace where diversity and individual differences are accepted and valued.
- Ability to demonstrate alignment to the Amaze values which are: Community Centric, Collaboration and Partnership, Constructive and Solutions Focused, Determination and Independence, Evidence Informed and Outcomes Driven, Strengths Based.

## Inherent requirements of the role

Amaze provides reasonable adjustments to its employees and will accommodate individual needs where practicable. However, some aspects of the role are non-negotiable. For this role, candidates are required to be able to:

- Work in an open plan environment if working at the Victoria St Office.



- Complete sedentary desk work at a computer.
- Work collaboratively as part of a team.
- Communicate verbally via phone, through video meetings, or in-person.
- Concentrate for extended periods of time, with support if required.
- Change tasks on request with little to no warning.
- Engage with material, such as research papers that include pathologising language, and controversial/sensitive topics which may be triggering.

#### **Other requirements**

- A National Police Check and Working with Children Check is required.