



Job Title:	Assistant Director, Research & Coordination	Job Number:	1630
Division:	Marketing Customer Insights & Analytics	Location:	Canberra
Branch:	Digital Strategy & Insights	Grade:	6
Section:	Insights		
Reports to:	Director		
Date of Effect:	November 2019		

Environment	<p>The Australian Sports Commission (ASC) plays a central leadership role in the development and operations of the Australian sport sector and acts as the leading sports agency in Australia, building collaboration, alignment and effectiveness within the Australian sport sector.</p> <p>The Marketing, Customer Insights and Analytics Division is responsible for increasing the impact of the Australian Sports Commission through strong community connections and superior customer experience.</p> <p>Within this Division, the Digital Strategy & Insights branch is responsible for increasing the digital maturity within the ASC and across the sport sector, and enabling decision-making underpinned by reliable data and insights to drive Australia's sport and physical activity participation and sporting success.</p>
--------------------	--

Primary Job Purpose	Responsible for the provision of high level research and evaluation expertise to support the implementation and coordination of the ASC's research program and other research activities including oversight of key strategic research activities to inform policy and sport sector improvement.
----------------------------	--

Job Responsibilities	<ol style="list-style-type: none">1. In consultation with the Director, drive and implement the organisational strategic agenda to achieve section and business outcomes. This includes:<ul style="list-style-type: none">• Provide leadership and management of key strategic national research and evaluation activities across the whole of sport pathway• Provide leadership and high level technical expertise to the Executive, internal programs and external stakeholders across a broad range of research and evaluation methodologies• Contribute to the development and implementation of a national sport research agenda• Manage and monitor the day-to-day operations, project budgets, and ensure the timely delivery of quality research outputs• Prepare high level correspondence, briefings, board, ministerial and executive papers, and related policy and procedure documents• Develop and optimise dashboards on business data for internal and sector stakeholders.• Develop and maintain relationships with internal stakeholders in the coordination and implementation of various research activities at the ASC, ensuring sound research practices are respected and implemented throughout the organisation, with particular attention to avoiding duplication of efforts
-----------------------------	--

	<p>and resources.</p> <ul style="list-style-type: none"> • Develop and maintain strategic alliances and partnerships with other government and non-government agencies in the implementation of key research strategies including State Departments of Sports and Recreation (SDSRs), academia, and represent the ASC on relevant committees and working groups as required. <ol style="list-style-type: none"> 2. Assist in the development and implementation of sustainable business development plans, strategies and systems. 3. Assist in the development and implementation of frameworks, policies, guidelines and other resources that deliver business outcomes for the ASC. 4. Within established policy parameters, provide overall management responsibility for the Section, ensuring high level judgement, decision making and advice to deliver effective people management that motivates employees and optimises both individual and team performance. 5. Actively promote and role model the ASC values of Excellence, Integrity, Respect and Teamwork, and contribute to positive organisational change, effective communication, and continuous improvement at the ASC. 6. Work collaboratively as part of a high performing team/organisation, establishing and maintaining effective partnerships with key internal and/or external stakeholders to identify, lead and deliver high quality business outcomes.
People Management	No direct reports, however provide coaching and mentoring to other staff as required.
Budget Management	No direct responsibility, however assist in the development of Section/Program budgets in conjunction with the Director and have responsibility for managing project budgets.

JOB HOLDER CAPABILITIES

Qualifications and Experience	<ul style="list-style-type: none"> • Tertiary qualifications applicable to statistical / quantitative, population-based and social research methods. • Extensive practical experience in the leadership, design, implementation and management of a range of research and evaluation methodologies / approaches, ideally in the social and government context. • Demonstrated experience in managing junior research staff including quality assuring research output, achieving team and project objectives in line with strategic direction. • Extensive client liaison, procurement and contract management experience.
--------------------------------------	--

Key Behaviours

- **Deciding and Initiating Action:** Makes prompt, clear decisions which may involve tough choices or considered risks; Takes responsibility for actions, projects and people; Takes initiative, acts with confidence and works under own direction; Initiates and generates activity
- **Relating and Networking:** Establishes good relationships with customers and staff; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Uses humour appropriately to enhance relationships with others
- **Writing and Reporting:** Writes clearly, succinctly and correctly; Writes convincingly in an engaging and expressive manner; Avoids the unnecessary use of jargon or complicated language; Writes in a well-structured and logical way; Structures information to meet the needs and understanding of the intended audience
- **Analysing:** Analyses numerical data, verbal data and all other sources of information; Breaks information into component parts, patterns and relationships; Probes for further information or greater understanding of a problem; Makes rational judgements from the available information and analysis; Produces workable solutions to a range of problems; Demonstrates an understanding of how one issue may be a part of a much larger system
- **Presenting and Communicating Information:** Speaks clearly and fluently; Expresses opinions, information and key points of an argument clearly; Makes presentations and undertakes public speaking with skill and confidence; Responds quickly to the needs of an audience and to their reactions and feedback; Projects credibility
- **Planning and Organising:** Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.
- **Learning & Researching:** Rapidly learns new tasks and quickly commits information to memory; Gathers comprehensive information to support decision making; Demonstrates a rapid understanding of newly presented information; Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback); Manages knowledge (collects, catalogues, and disseminates knowledge of use to the organisation).

Note:

- This position is required to travel domestically.
- This position may require weekend work, or outside ordinary work hours.