

May 2024

## Research Director – Position Description

The Research Director provides senior leadership in support of the Foundation's Objects. In collaboration with the Director, they are responsible for the design and delivery of the Foundation's program of work. The Research Director works closely with the Foundation's Principal Researchers to ensure effective and efficient delivery of the research components of the program, and may also provide oversight of other aspects of the Foundation's work as required.

### Provide senior leadership support to the Foundation

- Collaborate with the Foundation's Director and Principal Researchers, to ensure an engaged and motivated team that can work effectively to deliver the Foundation's Objects, adequately supported by appropriate infrastructure.
  - This includes leading on decisions that directly affect the research team, such as resourcing, IT infrastructure, software availability, and working arrangements.
- Lead responsibility for decisions on allocating and prioritising work to the research team to deliver the strategic vision and planning for the Foundation's research program, in conjunction with the Director of the Foundation.
- Lead advice for financial decisions related to research team professional development and research related resources, including conference attendance, training, IT support and software purchasing.
- Contribute to the development of the Foundation's overall strategy, including new projects and initiatives of the Foundation, including those which may not strictly relate to research.
- Keep the wider team updated on key aspects of the research program at team meetings.
- Apply delegated authorities and agreed policies and procedures, including co-authorisation of payments of the Foundation in alignment with the Foundation's delegation policy.

### Support the Director

- Prepare a Research Update to include in the Board papers.
- Present the Research Update at Board meetings, or provide prior briefing to the Director
- Provide ongoing support and briefing to the Director, as requested.
- Provide advice to the Director on process/procedure/financial and strategic decisions that impact the research team.

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## **Strategic research**

- Lead responsibility for the development of a stakeholder responsive and innovative research program, that attracts funding, and supports access to justice for the NSW community.
- Propose and develop the scope of all research components of the program.
- Ensure staff (and external stakeholders, as appropriate) have the opportunity to provide input to the research program.
- Keep the forward plan under review and amend the strategy as necessary to respond to emerging issues.

## **Professional excellence**

- Maintain application and currency of the LJF competency framework, outlining the expected skills and experience of each research grade.
  - Apply this framework in the recruitment, appraisal and advancement of researchers.
- Take the lead in identifying professional development opportunities for researchers.

## **Stakeholder liaison and project management**

- Lead discussions with clients during resource/proposal development and approve final research proposals.
- Lead on decisions regarding taking on client work, in consultation with the Director and Principal Researchers. The Research Director approves use of researchers for client work.
- Provide support to project leads, attending stakeholder meetings where required, for example to explain project delays or other risk related matters.
- Hold responsibility for research client satisfaction, including delivering the requirement, to time and budget, with the support of Principal Researchers.

## **Technical robustness and fit for purpose**

- Review and act as an advisor on the development of research and other analytical proposals, and the application of research and analytical methods.
- Provide final approval on research proposals prior to external circulation and/or prior to commencement of projects.
- Take the lead in identifying and managing risks to undertaking and/or the delivery and/or the dissemination of research products and research related advice.
- Ensure key data products are independently verified, by oneself or others with the necessary skills.
- Action amendments to ongoing projects where necessary to respond to resource constraints, stakeholder expectations, or other factors.

## **Supported research team**

- Meet with the Foundation's Principal Researchers on a regular basis independently or together to understand progress, barriers and resource requirements.



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- Convene all research staff on a fortnightly basis to ensure team is across all aspects of research program, project progress and forthcoming resource requirements.
  - Undertake line management responsibility for Principal Researchers, including leave and other HR related matters.
  - Oversee all annual appraisals of research team members.
  - Oversee development of staff, including ensuring training and conferences are attended to promote professional development. Provide initial approval for all conference and training attendance and associated costs, for authorisation by Director or Board as relevant.

### **Quality products**

- Quality-assure all research publications, and other high-risk external products, by final review and sign-off.
- Approve arrangements for release of research products, including Research Alerts and their timing.
- For low-risk products, delegate quality-assurance responsibility where relevant to Principal Researchers.

### **Knowledge translation and dissemination**

- Work with the Marketing and Communications Manager to ensure research products are appropriately marketed and presented, including on the Foundation's website.
- Actively identify and respond to opportunities for research products, dissemination, and/or research advice to inform justice and legal system policy and operational decisions.

### **Maintain awareness of sector and professional issues**

- Keep abreast of policy and research developments in state and commonwealth government, across the legal and justice sector, within academia and other not-for-profit research organisations, and internationally.
  - This includes maintaining a professional network, attending conferences, and being widely-read.

### **Personal contributions**

- Apply own knowledge and expertise to undertake and disseminate research and analysis in accordance with the Foundation's research program.
- Support team products by contributing as an author to Foundation publications, where appropriate.
- Provide external advice and consultancy as required.
- Present research findings at forums, conferences and appropriate events to raise awareness of the Foundation and the capability of the justice and legal sector to apply evidence.

