

Burnett Foundation Aotearoa

POSITION DESCRIPTION

Position	Research Officer
Employment Basis	Permanent, Part Time (22.5-30 hours per week)
Location	National Office, 31-35 Hargreaves St, Ponsonby, Auckland
Reporting to	Policy and Science Manager
Direct Reports	N/A
Team Purpose	<p>The Burnett Foundation Aotearoa Policy and Science Team exists to:</p> <ul style="list-style-type: none"> - Enable a supportive policy and information environment for the delivery of the Burnett Foundation Aotearoa Strategic Plan. - Ensure that Burnett Foundation Aotearoa Policy positions and advocacy activities driven by public health principles and based in evidence. - Provide information and data for planning, targeting, and evaluating prevention activities aimed at interrupting transmission of HIV and other STIs.
Key Internal Relationships	<ul style="list-style-type: none"> • Senior Policy and Advocacy Officer • Chief Executive Officer • General Manager • Burnett Foundation Managers and Team Leads • Burnett Foundation Staff across all teams and centres
Key External Relationships	<ul style="list-style-type: none"> • Sexual Health and Infectious Diseases clinicians • Academic researchers, particularly the Burnett Foundation Research Fellow • The AIDS Epidemiology Group • Members of the HIV Forum • Relevant government contacts • ESR staff • Members of the public seeking information
Role Purpose	<p>The primary objective of this role is to support Burnett Foundation's commitment to evidence informed programme and service delivery. This will be achieved through:</p> <ul style="list-style-type: none"> • Gathering and analysis of quantitative and qualitative data relating to service provision and key populations • Synthesizing relevant information to assist in the provision of advice to Team Leads, Managers, the Chief Executive and the Board. • Responding to internal and external information requests.

Who we are

Burnett Foundation Aotearoa (formerly New Zealand AIDS Foundation) has been at the forefront of the community response to HIV in Aotearoa for nearly 40 years.

Our Kaupapa has always been to have a human-centred, science-led, sex-positive approach to public health. Key workstreams of advocacy, education, and support have always been and remain our key pillars. We also acknowledge our commitments to Te Tiriti o Waitangi, to people living with and affected by HIV and to our very environment.

With the same passion and commitment as those who came before us, Burnett Foundation Aotearoa continues to prevent HIV transmission, combat stigma and maximise the wellbeing of those most affected by HIV.

Key Areas of Responsibility and Ownership**Research and Information**

- Gather and, when appropriate, enquire for information relevant to the work of Burnett Foundation.
- Assist Burnett Foundation Aotearoa staff seeking scientific evidence and information
- Upon request, synthesize relevant evidence to assist in the provision of advice to the Burnett Foundation Aotearoa Board, Chief Executive, Management Team and other relevant staff.
- Upon request, respond to informational queries from the public

Analysis

- Undertake quantitative analysis of survey and other data collected by Burnett Foundation Aotearoa to inform operational decision making and tracking progress towards strategic goals.
- Identify gaps and needs in evidence and information resource provision with the Policy and Science Manager.
- Upon request, synthesize relevant information to assist in the provision of advice to the Burnett Foundation Aotearoa Board, Chief Executive, and Management Team.

Internal relationships and support

- Respond to Burnett Foundation Aotearoa staff information requests that relate to the development and/or delivery of specific activities under the Burnett Foundation Strategic Plan.
- Assist Burnett Foundation Aotearoa staff in developing evidence-based project evaluation
- Engage in staff development projects including induction training, where appropriate.
- Establish and maintain relationships with staff across Burnett Foundation Aotearoa and contribute to the project meetings, where appropriate.
- Provide feedback on draft Burnett Foundation Aotearoa media releases and other internal documents as required.

Self-Development

- Through the Burnett Foundation Aotearoa performance review process, establish personal/professional development needs/goals that support success in the role of Research Officer.

Health & safety and Wellbeing

- Proactively support the creation of a positive health and safety culture at Burnett Foundation Aotearoa
- Ensure a clear understanding and knowledge of health and safety policies and procedures
- Ensure a clear understanding of the hazards and control measures associated with daily operations at Burnett Foundation Aotearoa
- Contribute to a positive and inclusive work environment, one that respects each other and values diversity.

Any other reasonable task which is consistent with the overall purpose of the position.

Skills, Experience & Qualifications.	
Essential	<ul style="list-style-type: none"> • Proficiency in planning and executing quantitative data analysis, including the use of statistical software packages (preferably using STATA) • Previous work experience in academic or community research • Ability to think critically, synthesize, and effectively communicate complex scientific research across several disciplines • Knowledge of issues relating to sexual health and/or HIV and AIDS nationally and internationally • Knowledge of intersecting health challenges among people living with and primarily affected by HIV • Ability to work effectively in a team environment as well as independently • Ability to prioritize work effectively, manage changing and conflicting demands. • Professional approach to sexuality and sexual issues
Preferred	<ul style="list-style-type: none"> • Experience in evaluating projects • Lived experience in one or more of Burnett Foundation's priority populations (men who have sex with men, people living with HIV, Māori, people from high HIV prevalence countries)
Technical / Practical	<ul style="list-style-type: none"> • Experience using statistical software programs (preferably STATA) • Excellent oral and written skills in English • Experience using Power Point for scientific/academic presentations • Understanding and ability to manage personal/professional boundaries
Cultural Responsiveness	We welcome applications from prospective employees who already have knowledge of Tikanga Māori and Te Reo Māori. It is essential that all employees demonstrate willingness to learning in these areas.
Qualifications	A formal tertiary qualification in relation to at least one of: Science, Social Science, Population/Public Health, Biostatistics, Epidemiology, Quantitative Research Methods, Health Psychology, Health Economics, or similar.