

Position Description

Position Title:	Research Assistant
Department	Strategy and Impact
Classification:	Level 3
Primary Office Location:	Bendigo or Shepparton with travel to other sites and locations from time to time. This role is suitable for a hybrid work arrangement.
Employment Status:	Casual
Reports To:	Research and Education Lead

ARC Justice

ARC Justice is an independent, for purpose, human rights organisation that incorporates the Loddon Campaspe Community Legal Centre, the Goulburn Valley Community Legal Centre and Housing Justice. We exist so that rights are known and acted upon, and communities are fairer. To achieve this our programs deliver accessible legal services, tenancy advice and support to people in regional and rural Victoria who experience disadvantage relating to their housing, family, relationship, consumer, economic, social and civil rights. We walk with First Nations people and communities. We deliver community education and advocate for systemic change that enhances the rights of rural and regional Victorians. We recognise that housing and legal issues do not occur in isolation, and we work with local partners to ensure a whole-of-person approach to our work.

Organisational Context

ARC Justice engages with the communities across our broad catchment of thirteen local government areas to understand their challenges and priorities. Communication systems are optimised to ensure responsiveness and inclusivity are critically important to how we work. We lead and contribute to advocacy to systemic solutions to regional problems. An essential element of our approach to advocacy is that the client and community voice is amplified.

The Strategy and Impact Team leads community engagement, education, and communication streams across the organisation. It also ensures our service design is evidence-based and that our impact is expertly measured, told in impactful ways, and places our clients and communities at the centre of our work.

The organisation's teams include two community legal services with a blend of lawyers and legal support staff providing integrated holistic services with social workers and community service workers, along with a renter advocacy team supporting tenants to exercise their rights. Our programs are supported by high quality corporate functions across Finance and People and Culture.

We also work closely with an extensive and diverse range of community sectors, health and government organisations.

Role Purpose and Summary

The Research Assistant will support the research team by conducting literature reviews, undertaking interviews with research participants, and gathering and analysing data. This role is vital for the smooth operation of research activities and contributes to advancing knowledge in the climate justice field. The role also includes assisting in the preparation of reports, papers, and presentations to communicate findings to stakeholders.

Research Project Overview

ARC Justice have received funding from the Victoria Law Foundation to deliver a research project titled *Where do we go now? Renters' experiences of housing precarity and climate disaster*, which is scheduled to be completed in February 2026. The research project will explore climate disasters and our responses to them which reinforce and exacerbate existing inequities and vulnerabilities, increasing complex legal needs and legal need problem clusters. This research project will explore the longer-term outcomes of renters who are evicted due to climate disasters, refining the role of Community Legal Centres in disaster response spaces and determining whether access to legal information or advice might have positively altered outcomes.

Key Responsibilities

Key responsibilities for this position include, but are not limited to:

- Conducting semi-structured interviews with renters who were displaced by the 2022 flooding events, as well as flood response and recovery service providers and workers.
- Conducting literature searches and reviews, developing annotated bibliographies, reading, organising and managing data as well as maintaining reference databases.
- Assisting in the analysis and coding of themes which become apparent during the data collection phase and undertaking further literature reviews which reflect these themes.
- Preparing, writing and developing a final report, assisting to delivering a workshop and community legal education resources in collaboration with the Research and Education Lead and Strategy and Impact team.

Qualifications and Professional Registrations

A formal qualification in research is not required, however a qualification in, or partial completion of, studies in the areas of law, criminology, sociology, social work or similar would be highly regarded.

Key Selection Criteria

1. Ability to work in a trauma informed manner with disaster impacted members.
2. Demonstrated research capability including competency with literature review, interviews, analysis and report writing.
3. Excellent interpersonal skills including an ability to communicate clearly and engagingly.
4. Experience building relationships and working collaboratively with services, community groups and governments to align and progress common priorities.
5. Adaptive and flexible problem-solving skills to ensure the project remains on track while being able to respond to challenges and opportunities which emerge.
6. Interest and knowledge in the social justice issues inherent in housing policy, particularly as it relates to rural, regional and remote renters.
7. Competent with Microsoft 365, especially Teams.
8. Ability to work independently and as a member of a team, both in person and remotely.

9. Strong attention to detail, excellent organisational skills, and a passion for social justice research are required.

Ways of Working

Support colleagues and the team environment - we value stepping outside of our day-to-day work and working collaboratively.

Contribute actively to meetings and staff days - we value your input and your feedback helps us improve.

Maintain and consistently demonstrate organisational values and behaviours.

Support the achievement of the ARC Justice Strategic Plan, through team planning and work plans.

Other Roles and Responsibilities

Comply with policy and procedures and maintain currency through training that relate to legal and regulatory requirements and our ways of working.

Seek out training opportunities to further enhance professional development in accordance with duties as required within this position after consultation with your manager.

Participate in regular supervision and meet agreed performance indicators and work plan activities.

Undertake any reasonable additional tasks as directed by management.

ARC Justice is committed to the health, safety and well-being of its staff. ARC Justice and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, and privacy laws.

ARC Justice is committed to the safety and well-being of all children and young people.

Safety Screening and Licences

- A current Victorian driver's licence.
- A clear Police check.
- A current Victorian employee Working with Children Check.
- As a child-safe organisation ARC Justice requires disclosure of any formal disciplinary action taken by any current or former employer including any finding of improper or unprofessional conduct.

Signature

I have read the position description and understand the role's physical and psychological requirements.

Employee Signature

Date