



POSITION DESCRIPTION

Job Title	Information & Research Officer
Company	Cerebral Palsy Australia
Location	Remote/Work from Home
Status:	Part time (22.5 hours per week) for 12 months (with view to extension)
Reports to:	Project Manager – My CP Guide
Remuneration:	Range \$90,000 - \$100,000 (pro-rata) including superannuation (DGR status for salary packaging)

Project Background

My CP Guide is funded as part of a National Disability Insurance Agency (NDIA) Information, Linkages and Capacity Building (ILC) funding round.

A consortium led by Cerebral Palsy Australia, Ability First Australia, the Cerebral Palsy Alliance and Cerebral Palsy Support Network, is establishing a consolidated national platform for information regarding cerebral palsy for people with cerebral palsy, their families, support providers, key NDIS roles, the community and mainstream services.

The project is delivering a digital platform which embraces leading and emerging technological solutions in the presentation and distribution of information. The model will focus on key life stages and transition points and ensure information is provided in Plain Language and Easy English formats.

Existing resources produced by third parties, which have been assessed through our information governance framework, will be housed within the platform. The project has funding to develop, or support the modification or updating of existing, information resources.

The decision about which information resources to develop or update has been informed by a needs analysis, with people with cerebral palsy, carers, and key people with strategic insight into the needs of people with cerebral palsy and the systems and services that most impact on their lives. Our work is informed by an audit of existing information resources.

Primary Purpose of Role

To research, review and evaluate established information resources that are designed to help people with cerebral palsy and their families make decision about services and supports, and to maintain internal process systems which support this work.

Key Responsibilities/Accountabilities	Performance Measures
<p>Information Resources</p> <ul style="list-style-type: none"> Review and assess national and international information resources and platforms that are in-scope for My CP Guide and maintain and progress frameworks which capture findings. Assess the identified information resources against agreed information governance requirements. Map identified resources and platforms against priorities identified in the Project’s needs assessment. In consultation with the project team, develop recommendations for those information resources and platforms that would be profiled and/or made accessible through the Project’s digital platform. In consultation with the project team, identify gaps in the information available to people with cerebral palsy to inform the development of new or updated information resources. 	<ul style="list-style-type: none"> Quality and usefulness of information resources to people with CP and their families. Maintain existing data capture processes with a view to continuous improvement.

Experience/Qualifications
<p>Essential</p> <ul style="list-style-type: none"> Research and evaluation experience and skills (disability, health, community education type roles) Experience in assessing information for people with a disability Experience in using established assessment and governance frameworks Exceptional organisational skills, including the ability to manage multiple tasks and to work to deadlines Good communication skills, including interpersonal and written Good understanding of the needs and issues of people with disability, particularly cerebral palsy A qualification in Research, Communications, or other related discipline High computer literacy
<p>Desirable</p> <ul style="list-style-type: none"> Not for profit experience

Direct Reports
<ul style="list-style-type: none"> Nil

Key Relationships	
Internal	<ul style="list-style-type: none"> Project Manager Development Manager
External	<ul style="list-style-type: none"> Content Specialists (Researchers, Academics, Clinicians, CP Specialists, Disability Service Providers)

Extent of Authority	
Budget responsibility	<ul style="list-style-type: none">• N/A
Authority to Act	<ul style="list-style-type: none">• N/A
Role Description Approved By	
Date	