

Position Description	
Position Title	Justice Peer Research Coordinator
Program	The Association of Participating Service Users (APSU)
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) Grade 5 - with access to salary packaging
FTE	As per contract
Reports to	Manager APSU
Location	140 Grange Road, Carnegie
Hybrid/Onsite/Offsite	Onsite
Employment Type	Fixed Term, part time until 30 June 2027
Date of Review	25/08/2025

About SHARC
<p>Established in 1995, SHARC is a community of people impacted by alcohol, drugs and gambling, including family, friends and supporters. Together, we work towards an Australian society where our communities' lived expertise is at the heart of inclusive communities, services, and systems.</p> <p>Our Vision: Lived expertise is at the heart of inclusive communities and services, where people proudly share their experiences and support each other in a society free of stigma and discrimination.</p> <p>Our Purpose: We transform lives, services and society through our community's lived experience of alcohol and other drugs, gambling and related harms. We create change by being ourselves, supporting one another, telling our stories, sharing our knowledge, advocating and building allyships.</p> <p>SHARC places a priority on a positive, supportive, and productive work environment. Our services operate within an empowerment framework which maximises clients' and volunteers' opportunities for self-responsibility, mutual support and participation.</p> <p>SHARC is strongly committed to equity and inclusion, and we're looking for people who share these values. We encourage applications from Aboriginal and Torres Strait Islander people, women, younger and older people, people from culturally and linguistically diverse backgrounds, LGBTQI+ communities, and people living with a disability or identify as neurodivergent. SHARC is an equal opportunity employer that offers generous salary packaging and opportunities to undertake professional training and development.</p>

About the Program

The Association of Participating Service Users (APSU) is the peak Victorian consumer body for people who use, have used, or are eligible to use alcohol and other drug (AOD) services. We include family and significant others impacted by AOD challenges.

We believe that our needs, expertise and strengths should underpin the policies, systems, and services designed for us. That's why we provide opportunities for our members to advocate for the issues that matter.

Our training, resources and peer-led activities empower individuals to shape the debate around AOD and create change for all of us. Our activities include:

- Training consumers to develop the skills they need to be involved in participation and other lived experience activities within the AOD sector
- Working with key stakeholders to increase consumer impact on relevant policy development and implementation at the local, state and national levels
- Building capacity within the AOD sector to support and promote consumer involvement in the design and delivery of services
- Advocating and creating opportunities for systemic change on behalf of AOD consumers to better meet their needs and improve their quality of life.

APSU is a service governed by the Self-Help Addiction Resource Centre and is informed, guided and supported by an Advisory Committee comprising a majority of people with personal experience of AOD use.

Position Objective

The Research Coordinator will be responsible for the successful co-ordination of a research project, in partnership with Burnet Institute, to explore a peer-led model of support for people leaving prison with AOD treatment needs through a peer researcher approach.

Utilising co-design methodologies and peer-led research, the project aims to contribute to the understanding of how peer-led models of support can meet the treatment and supports needs of people with a history of drug use, who have been recently released from prison or otherwise involved with the justice system.

This position is a designated 'lived experience' role.

Position Responsibilities

Lived experience leadership

- Use your lived or living experience appropriately and purposefully to support, empower and bring hope to people with experience of the justice system and alcohol and other drug use

- Continually build upon your learned lived and living expertise through discipline specific training, ongoing professional development, participation in LLE activities and practice expertise
- Draw on the broader lived experience knowledge base developed through engaging with this project and beyond to inform your practice
- Assist in recruiting people with experience in the justice system and AOD challenges for participation in activities
- Support people with experience of the justice system and AOD challenges to ensure meaningful and supported participation
- Assist with related engagement activities as required, promoting the research project and its outcomes, utilising your lived expertise
- Articulate the impacts of adverse experiences to inform relational skills through a lens of lived expertise
- Embed a commitment to authentic co-production to the project

Research

- Review and prepare written materials using a lived experience lens
- Contribute to key research documentation, including ethics applications, study protocols, and procedural guidelines
- Undertake a range of research tasks, such as participant recruitment, data collection, and qualitative data analysis
- Collaborate effectively with study investigators, peer researchers, and interdisciplinary team members to achieve project goals
- Coordinate project deliverables and timelines, ensuring milestones are met and research progresses according to the schedule outlined in funding agreements
- Support other peer researchers in undertaking research tasks and working within the research environment
- Lead or co-produce research outputs as required (e.g., conference abstracts, journal articles, translational resources)
- Assist in the establishment and operation of a Research Advisory Committee, including providing secretariat support.

Key Working Relationships

Internal	External
APSU Manager	Senior Research Fellow, Social Impact and Innovation Implementation Science and Justice Health Groups Burnet Institute
Manager Peer Projects	Consumer participants
Communications Advisor	Peer workforce
APSU team members	Justice Sector Stakeholders
	VAADA (funding body)
	Justice sector organisations

Selection Criteria

Essential

- A publicly disclosed personal experience of substance use and engagement with the criminal justice system, either past or present, that radically changed your life and influences how you see the world. A willingness to use this experience intentionally alongside peers to change systems and services.
- Experience using co-design and coproduction principles and practice and/or skills and experience in consultation, research, evaluation, writing, advocacy, collaboration
- Effective project management skills, including the ability to be flexible and responsive to changing needs and priorities
- A track record in building relationships and working in partnership
- Demonstrated passion and commitment to championing change initiatives and advancing a lived and living experience agenda within the justice system
- Demonstrated ability to plan, organise, problem solve and work effectively, both independently and as a team member
- Demonstrated, well developed interpersonal and communication skills, both written and verbal, and the ability to work effectively both as part of a team and independently.
- Ability to incorporate lived experience knowledge into research and evaluation activities.

- Demonstrated advanced computer skills including Microsoft office applications (Excel, Word, PowerPoint)
- An ability to work sensitively with people of diverse cultures, backgrounds, abilities, ages, sexualities, and gender identities

Desirable

- Experience with SPSS statistics package, nVIVO software programs, data experience and Power BI platform
- Experience in qualitative research and data analysis and an ability to interpret and understand quantitative research information.

Educational qualifications

- A relevant tertiary qualification will be highly regarded

Additional Requirements

All employees are required to:

- Obtain an *employee* Working with Children Check and a police check for this position. We understand that a requirement for this role is to have experience of the criminal justice system. We have a procedure in place for supporting people through these processes.
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with SHARC in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at SHARC.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to SHARC management. SHARC is committed to child safety and is a Child Safe organisation.
- Be aware of and comply with the SHARC Code of Conduct.
- Participate in mandatory training requirements to support the delivery of a safe and effective service.
- Participate in an annual performance reflection process with your manager.

- Have valid working rights to work in Australia.

General Information

- New employees are subject to a 6-month probation period.
- Employment terms and conditions are provided in accordance with SCHADS Award.
- Salary Packaging is available in accordance with current legislation.
- Hybrid working arrangements may be negotiated with the CEO in accordance with SHARC policy. The role is based onsite, however, some flexibility can be considered.
- SHARC is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- Under the Accident Compensation Act, it is the applicant's duty to advise SHARC of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- SHARC reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Redeployment to other services or sites within SHARC may be required.

I confirm I have read the Position Description, understood its content and agree to work in accordance with the requirements of the position.

Employee Name	
Employee Signature	
Date	
Approved by Chief Executive Officer (signed)	