

SKILLS FRAMEWORK FOR SOCIAL SERVICE SKILLS MAP - ASSISTANT RESEARCH DIRECTOR		
Sector	Social Service	
Track	Social Work	
Sub-track	Research	
Occupation	Researcher	
Job Role	Assistant Research Director	
Job Role Description	<p>The Assistant Research Director works role in the field of social work research. He/She has expertise and experience in domains under social work research in order to assist in supervising advance research designs, methods, collection and analysis of data, project management and collaborations with external organisations. He leads the formulation of systemic, collaborative research, integration of research findings to social service, fund management, administrative and operational functions, and strategic foreign analysis with professionals. He is also responsible for advising external organisations and related ministries on social work-related protocols and programmes.</p> <p>A highly experienced researcher who is committed, service-orientated and possesses the willingness to mentor, the Assistant Research Director works in academic settings. He also works in collaboration with other agencies and ministries and academic institutions in the course of his work.</p>	
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks
	Conduct studies and disseminate knowledge	Evaluate research papers to ensure they are appropriate for publication Lead research projects and provide direction for research Drive collaborative research and data-sharing among local academic institutions, organisations or other relevant agencies Implement ethical frameworks to guide research activities Validate results of data analysis in collaboration with relevant stakeholders for consistency Provide direction for literature reviews Initiate national symposia, educational forums and collaborative research activities for knowledge exchange and dissemination Review research designs and frameworks
	Provide consultation and evaluation in policies, practices, programmes and directions	Evaluate effectiveness of translated policies and improved services, practices and quality based on research findings at the organisational level Lead improvements in the organisation's strategic direction Work with policy makers to advocate for change in policies or practices based on research findings Act as peer-reviewer for recognised academic journals or periodicals to portray world-class thought leadership
	Manage resources	Oversee fund management and budgeting for entire organisation Develop training programmes to enhance organisation and team's research capability Review data and data classification standards for integration and sharing of data
	Perform stakeholder engagements	Initiate knowledge network with relevant ministries, agencies, hospitals and communities of practice to align research and evaluation perspectives with policies and practices Provide research guidance and information sharing to build capability in stakeholders for informed understanding of cross-cutting social issues Formulate White Papers to articulate viewpoints related to evaluations of social work policies, practices and/or programmes
	Demonstrate strategic foresight	Perform advanced levels of strategic foresight analysis to identify relevant and emerging trends in social service sector Formulate research strategies based on predicted future needs

	Integrate findings from international benchmarking to determine potential areas of research			
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies	
	Collaborative Practices Across Disciplines and Sectors	Level 6	Communication	Advanced
	Diversity Awareness and Management	Level 6	Leadership	Advanced
	Ethics, Values and Legislation	Level 6	Creative Thinking	Intermediate
	Research Data Analysis	Level 6	Global Mindset	Advanced
	Research Data Collection and Management	Level 6	Decision Making	Advanced
	Research Design	Level 6		
	Research Findings Communication	Level 6		
	Research into Professional Practice Translation	Level 6		
	Social Sector Policy Influence	Level 6		
	Stakeholder Management	Level 6		
	Trends Evaluation and Application	Level 6		
Programme Listing	For a list of Training Programmes available for the Social Service sector, please visit: www.skillsfuture.sg/skills-framework/social-service			