



NADA
network of alcohol and
other drugs agencies

NADA Data and Research Advisory Group

Expression of Interest Guidelines and Application Form - 2023

Submissions close 18th of August 2023

Please submit applications via the below JotForm link

<https://form.jotform.com/210330199725857>

If you have any questions or queries about the Data and Research Advisory Group, please contact Sarah Etter (sarah@nada.org.au)

INFORMATION FOR APPLICANTS

1. BACKGROUND

1.1. About NADA

The Network of Alcohol and other Drug Agencies (NADA) is the peak organisation for the non government drug and alcohol sector in NSW, and is governed by a Board of Directors elected from the NADA membership. NADA represents close to 100 organisational members that provide a broad range of alcohol and other drugs (AODs) services. Examples include including health promotion and harm reduction, early intervention, treatment, and continuing care programs. Together, NADA's member services reduce the harms related to alcohol and other drugs use across the NSW community.

NADA's purpose is to advocate for, strengthen and support non government AODs services. NADA provides a range of programs and services that focus on sector and workforce development, data management, governance and management support. NADA also actively contributes to research and evaluation, sector representation and advocacy, and public health policy. We envision a connected and sustainable non government AODs sector with services that deliver quality evidence based programs to reduce alcohol and drug related harms to NSW communities.

Further information about NADA's programs and services is available on the NADA website at www.nada.org.au.

1.2. A Data and Research Advisory Group (DRAG) for NGOs

NSW has a diverse, strong and effective non government AOD sector and is a crucial partner in responding to the health and welfare needs of those affected by alcohol and drugs, particularly those experiencing marginalisation and complex social issues. NADA is comprised of both large and small services that are diverse in their structure, philosophy, and approach.

The DRAG for NGOs was formed to provide a forum for data-related issues specific to the non government AODs sector. We aim to recruit advisory group members who work in data, research or related roles in the non government AODs sector. The DRAG informs NADA's policy, advocacy, and sector development work concerning data and research. NADA views the advisory group as an important opportunity to enhance evidence based practice in the non government AODs sector and support members with their data and research needs.

1.3. Context for the DRAG

The DRAG was formed due to NADA's perceived need for a unified representation of its member services' unique data and research needs. Currently, member services provide data for funding requirements either directly to the government or via NADAbase. Also, services are increasingly using their data for internal quality improvement projects or in collaborative work with external stakeholders (e.g., consultants, university researchers).

Data and research have long been priorities for NADA's work with its members. NADABase was initially developed as an online database designed to support members with data collection from the NSW Minimum Data Set (MDS) and National MDS. Since 2010, NADABase has undergone numerous updates, including the Client Outcomes Measures System in 2010 and the NADABase Expansion Project from 2017 to 2019.

NADA also developed the Community Mental Health, Drug and Alcohol Research Network (CMHDARN) in partnership with the Mental Health Coordinating Council and Mental Health Commission of NSW. CMHDARN has supported practice-based research in the AOD and mental health sector since 2010.

Please note: The Data and Research Advisory Group does not replace NADA's existing methods for consultation with the sector, government and external collaborators with data and research expertise. Instead, the advisory group will connect AOD staff from our member services working in data, research or related fields.

2. THE NADA DATA AND RESEARCH ADVISORY GROUP (NDRAG)

2.1. Aims of the NDRAG

NADA views the DRAG as a step in informing our work on how to increase our members' capacity to use, analyse and report on the data they collect. The aim is to provide staff working in data, research or related roles an avenue through which they can give feedback on the data and research needs of the AODs sector and the type of supports required to fulfil these needs. The DRAG will also inform NADA policy, advocacy, and sector program development data and research. The NDRAG will also focus on capacity-building, advice and advocacy tailored to data, research, and related fields.

2.2. NDRAG activities

- Providing comment on relevant NADA and government policy and program development materials, where appropriate
- Identifying areas for sector development and,
- Informing the development of practice focused data, research, and related endeavours within the sector.

2.3. NDRAG Membership

NADA is looking for up to 2 representatives from member organisations who:

- Are currently working in a role related to data management, reporting and/or research
- Have at least two years' experience in data management, reporting, research, or a related field
- Have the capacity to participate in DRAG activity

A NADA staff member co-chairs the DRAG, and NDRAG membership will be reviewed annually. NADA understands that, in the non-government AODs sector, different terms may be used to describe job roles that involve data and research. The following are examples of areas of expertise that may be

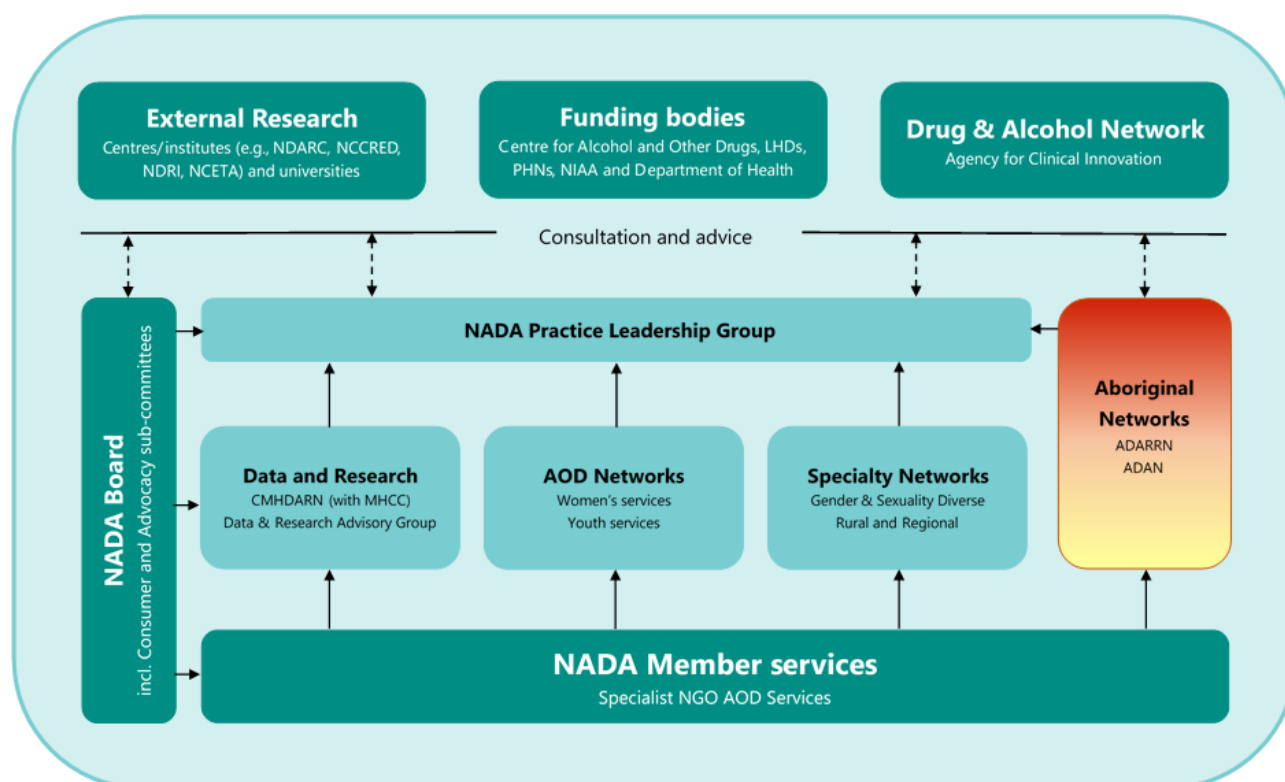
appropriate for the NDRAG: quality control/assurance, public health, evaluation, epidemiology, psychology (research), statistics, data science and business analytics.

If you are interested in joining the group but unsure about your eligibility, please contact Sarah Etter (sarah@nada.org.au) to discuss.

| Criteria | |
|--|---|
| Organisation is a current financial member of NADA | ✓ |
| Are currently working in a role related to data management, reporting and/or research | ✓ |
| Have demonstrated experience in data management, reporting, research, or a related field | ✓ |
| Have the capacity to participate in NDRAG activity | ✓ |
| Have support from CEO/Manager of organisation to participate in NDRAG | ✓ |

2.4. Existing Networks Role

NADA currently supports and involved with several existing networks and groups. The NDRAG sits within the Data and Research stream of NADA networks (see below diagram).



2.5. Speciality groups

As only 2 representatives will be recruited for the DRAG, we will also collect information from applicants on specialisation areas. In the case we are unable to accept all EOIs, NADA will maintain a

database of specialisation in the sector. The DRAG or NADA can then use the database to source a specific skill is required. Examples could include:

- Experience with specialised research and evaluation methods
- Experience with data and research in specific populations
- Expertise and/or experience with fields related to data and research

2.6. NADA's role

NADA administers the EOI process, coordinate the DRAG and its members, and host and co-chair DRAG meetings. NADA will provide secretariat support to the DRAG and arrange access for members who are not located in the Sydney area (i.e., Zoom). NADA will also facilitate access to journal articles and other literature to support the DRAG's work and seek opportunities for training to support DRAG members.

3. ELIGIBILITY AND REQUIREMENTS

3.1. Eligibility to apply

1. The NDRAG is only open to staff from NADA member services*.
2. Applicants must have demonstrated skills and experience in data management, reporting, research, or a related field, as described in section 2.3.
3. The applicant acknowledges that they will be representing the sector, not necessarily the organisation with which they are employed.
4. The applicant has the capacity to participate in NDRAG activity.

*NADA members are existing, incorporated, not-for-profit drug and alcohol service delivery organisations based in NSW that are current NADA financial members.

3.2. Successful applicant responsibilities

Successful applicants will be able to:

- Participate in four meetings per year
- Seek approval from their organisation to participate
- Provide informed advice for the development of the broader NGO AOD sector.

3.3. NDRAG activity period

The DRAG commenced from April 2021. Membership will be reviewed annually.

4. SELECTION PROCESS

4.1. Selection Panel

Applications shall be assessed by a small panel and will need to meet the eligibility requirements outlined. The panel will include representative/s from NADA, and an external representative with data or research expertise in the drug and alcohol NGO sector.

4.2. Confidentiality

All applications submitted will be treated in confidence. However, details regarding successful applications will be publicly available via the NADA website to promote the DRAG and a brief biography and photograph of all group members.

4.3. NDRAG EOI Schedule

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|---|---|
| Expressions of interest application process open | 26th of July 2023 |
| Applications close | 18th August 2023 |
| Review of applications and selection of shortlist | 21st August – 1st September 2023 |
| Applicants notified of outcomes | 7th September 2023 |
| Next meeting of the NDRAG | Last week of September/first week October |

5. APPLICATION DETAILS

5.1. Application closing dates

Applications close **5pm Friday 18th of August 2023**. The selection panel will not accept applications after the advertised closing date.

5.2. Where to send applications

Please submit your application and upload your CV via the below JotForm link:

<https://form.jotform.com/210330199725857>

If you are unable to complete the application via Jotform, you may send an electronic copy of your application to: Sarah@nada.org.au

5.3. Successful applicants

Applicants shall receive an outcome of their applications by no later than 7th of September 2023. Successful applicants must be able to:

- Participate in four meetings per year, with at least one face-to-face meeting in Sydney
- Seek approval from their organisation to participate
- Provide informed advice for the development of the broader NGO AOD sector.

5.4. Who to contact for more information

Further information about the NDRAG please contact:

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| Sarah Etter Clinical Director 02 8113 1312 sarah@nada.org.au |
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| Jo Murphy Administration and Project Support Officer 02 8113 1311 jo@nada.org.au |
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