

Qualitative Research Assistant

Do you have an analytical mind? Are you curious? Do you like problem solving? Do you want to make a positive difference?

- Full-time position
- Immediate start
- Based in ORIMA's Melbourne office
- Salary: \$53,400 (plus super)

About us

ORIMA Research is Australia's leading provider of end-to-end market, social and organisational research and data analytics services to the public sector. We conduct strategically important research studies in support of public sector policies, programs and initiatives, including research and evaluations on some of the most high-profile issues of the last decade. Our projects have made a significant contribution to advancing evidence-based public policy.

Our projects have covered a broad range of areas and topics including the environment, education, public health, taxation, welfare reform, sport, foreign affairs and defence/security.

We have 50 professional staff across offices in Canberra, Melbourne, Sydney and Brisbane. We also have around 30 specialised interviewers in our national Aboriginal and Torres Strait Islander field force.

The role

We are looking for a Research Assistant to join our specialist qualitative research team. ORIMA Research is committed to training and developing young Australians and this position is an ideal opportunity for a graduate level researcher to be trained for a career as a qualitative research consultant.

You will be supporting our qualitative research team on a wide range of projects aimed at developing, evaluating and refining government communications campaigns, programs, policies and services. This will include conducting focus groups and in-depth interviews around Australia. Not only will you be working closely with the most respected and best minds in our industry, but you will also have an opportunity to contribute to evidence-based government policy and communications strategies.

The ideal candidate would have some exposure to interacting with stakeholders, clients or the public as well as some experience in analysis and reporting. This role provides the opportunity to be trained and developed in all aspects of qualitative research.

POSITION DESCRIPTION

Key Duties

Your key duties will include:

- Supporting senior research consultants on all facets of project delivery
- Conducting qualitative research fieldwork (focus groups and interviews) around Australia, including:
 - Preparation and note taking in focus groups
 - Conducting in-depth interviews
 - Being trained to moderate / facilitate focus groups and workshops
- Assisting with proposal development
- Contributing to research design and the development of discussion guides (questions asked in interviews and focus groups)
- Writing recruitment screeners (short questionnaires to find eligible research participants)
- Recruiting potential research participants
- Learning qualitative analysis and contributing to the interpretation of results
- Writing and proof reading Word reports and preparing PowerPoint presentations

Selection Criteria

To be considered for this role you must meet the following selection criteria:

- A bachelor's degree or higher with distinction average in a relevant area (e.g. psychology, social sciences, market research, marketing and communications, law, arts)
- An ATAR of 90+ (or equivalent)
- Advanced verbal and written communication skills
- A track record of producing high quality written work
- High level of organisational and time management skills
- Intelligent and self-motivated with a positive attitude
- Enjoy working in a fast-paced environment
- Ability to work under pressure in a constructive and helpful manner
- Demonstrated interest in the public sector and / or social research
- Flexibility to travel around Australia and work evenings on a regular basis (2-3 days per week)
- Australian citizen or permanent resident
- Available to commence position full time from mid-2019

The following **are desirable** but not essential:

- 6 months – 1 years' work experience in a relevant industry (e.g. management consulting or professional services)

POSITION DESCRIPTION

- An understanding of the public sector environment
- Exposure to focus groups or moderation / facilitation
- Experience in conducting in-depth interviews (face to face and telephone) and qualitative research analysis

To find out more about ORIMA Research please refer to our website www.orima.com.

How to apply

Please email your application to hr@orima.com by **COB Friday 21 June 2019**.

Your application comprises:

1. Your CV
2. Academic records (university transcript and ATAR results)
3. A cover letter (of no more than 2 pages) addressing the following:
 - a) Please tell us why you wish to join us, including how well you align with ORIMA's corporate values.
 - b) Our position description describes the characteristics and selection criteria we are looking for. How well do you feel you meet our requirements, and why?
 - c) Please describe your academic and work history, including any qualifications or accreditations.
 - d) How do you feel your life experience so far makes you suited to the type of role described?
 - e) Describe the ideal work culture that you most enjoy working in and why.
 - f) Please state your citizenship status.

Please Note

Our graduate recruitment selection process involves four stages as follows:

- Stage 1 – First round interview with core skills assessment
- Stage 2 – Second round interview
- Stage 3 – Psychometric testing
- Stage 4 – Final interview

The starting salary package will be \$58,473 p.a. (\$53,400 salary plus super of \$5,073).

For further information please contact Arlene Hendricks via hr@orima.com or 03 9526 9000.