

POSITION DESCRIPTION

Position Title	Community Survey Co-ordinator
Type	Full time
Division	Aboriginal & Torres Strait Islander Research Division
Supervisor	Division Leader (Penny Moylan)
Mentor	First Nations Principal Advisor (N'arweet Dr Carolyn Briggs AM)
Stream	Professional stream
Location	Melbourne
Start Date	ASAP
Salary	\$60,000 - \$75,000 plus super (depending on skills and experience)

ROLE DESCRIPTION

ORIMA Research Pty Ltd is a consultancy company that conducts research for Australian and State/Territory Government clients on a range of topics, including healthcare and wellbeing, education, environmental assets, policy, sports programs, communications and more.

ORIMA's dedicated Aboriginal and Torres Strait Islander Research Services Division is tasked with conducting inclusive, robust, ethical and high quality research. Throughout ORIMA's history, we have maintained a strong focus on ensuring that our research with Australia's First Peoples is conducted in a respectful, sensitive and collaborative way. We have formalised our commitment to working with, and creating opportunities for, Aboriginal and Torres Strait Islander Peoples and communities through our REFLECT Reconciliation Action Plan (RAP).

At ORIMA Research we have over 35 Aboriginal and Torres Strait Islander community-based interviewers across Australia conducting sensitive and robust national research with First Nations Peoples. We are looking for someone who identifies as Aboriginal and/or Torres Strait Islander¹ to work from our Melbourne office and maintain, co-ordinate and oversee our team of community interviewers. This position will work closely with, and be guided by, our First Nations Principal Advisor, N'arweet Dr Carolyn Briggs AM.

KEY DUTIES / RESPONSIBILITIES

- Assist with maintaining and building the size of the community interviewer team, as well as training new and existing interviewers
- Assist with planning data collection logistics, including regularly communicating with community interviewers via text, phone and email
- Conduct project briefing sessions with community interviewers
- Manage and monitor the progress of surveys
- Complete administrative requirements for each project, including quality control, payments and feedback to interviewers
- Provide feedback to project managers about improving effectiveness and efficiency
- Be willing and flexible to travel and work outside of normal office hours

¹ ORIMA Research seeks to ensure equitable representation in the workforce by providing pathways for Aboriginal and Torres Strait Islander researchers. This action/activity constitutes a special measure under section 12 of the Equal Opportunity Act 2010 (Vic).

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REQUIREMENTS, QUALIFICATIONS AND SKILLS

Qualifications	<ul style="list-style-type: none"> At least 3 years' work experience with Aboriginal and Torres Strait Islander Peoples and communities
Technical Skills	<ul style="list-style-type: none"> Proficient in Excel, Word and PowerPoint
Soft Skills	<ul style="list-style-type: none"> Strong interpersonal skills Ability to confidently work with Aboriginal and Torres Strait Islander Peoples from across Australia Mature, administratively capable, organised and reliable with good communication (written and oral) skills Ability to meet deadlines, work independently and within a team Attention to detail Ability to work under pressure in a constructive and helpful manner Have an interest in the public sector and/or social research Have a positive mindset and a resilient and 'can do' attitude

How to Apply:

Please send us:

- Your CV, including any relevant qualifications
- A cover letter addressing the following:
 - Your skills and experience
 - The reasons you feel you are suitable for this position
 - Your interest in the position, and ORIMA Research
 - Your interest and experience in working with Aboriginal and Torres Strait Islander Peoples

Please email your application **by 30 September 2020** to hr@orima.com.

If you have any questions or would like to arrange a confidential discussion, please contact hr@orima.com.