



Artwork by Tristan Pwerl Duggie

ORIMA pays respect to Aboriginal and Torres Strait Islander peoples past and present, their cultures and traditions and acknowledges their continuing connection to land, seas and community.

POSITION DESCRIPTION

Aboriginal and Torres Strait Islander Research Assistant

Do you want to make a positive difference? Are you curious? Do you like problem solving?

- Full-time position
- Based in ORIMA's Melbourne office

This position provides a unique opportunity for an Aboriginal and Torres Strait Islander graduate to work in our research consultancy as a part of our specialist First Nations Research Division.

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| Position Title | Research Assistant |
| Type | Full-time |
| Division | First Nations 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 | As soon as possible |
| Closing Date | 1 February 2020 |
| Salary | \$54,500 plus super |

About us

ORIMA Research is Australia's leading provider of end-to-end market, social and organisational research to the public sector. We conduct strategically important research studies in support of public sector policies, programs and initiatives, including research on some of the most high-profile issues of the last decade. Our research is on a range of topics, including education, the environment, health and communications, and our First Nations Division focuses on projects of importance for Aboriginal and Torres Strait Islander communities. Our projects have made a significant contribution to advancing evidence-based public policy.

We have a dedicated First Nations Research Division which is made up of experienced qualitative and quantitative researchers. Our researchers work alongside ORIMA Research's First Nations Principal advisor and Elder, as well as our team of First Nations community interviewers, to inform and achieve culturally appropriate and effective research design, processes, and analysis in our Aboriginal and Torres Strait Islander research projects.



The role

ORIMA Research is committed to training and developing young Australians. In this graduate role you will work with and be supported and guided by our First Nations Principal Advisor, N'Arweet Dr Carolyn Briggs AM. Our graduate research program is underpinned by a Competency Framework and offers a clear progression pathway within the company. This position is an ideal opportunity for a graduate level researcher to be trained for a career as a research consultant.

You will be supporting our 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.

Responsibilities

- Supporting 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
- Assisting with quality control/proof reading
- 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, and liaising with our team of First Nations community interviewers
- Learning research analysis and contributing to the interpretation of results
- Writing Word reports and preparing PowerPoint presentations

Key Selection Criteria

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

- A bachelor's degree or higher in a relevant area (e.g. psychology, social sciences, market research, marketing and communications, law, arts)
- Excellent verbal and written communication skills
- High level of organisational and time management skills
- Self-motivated with a positive attitude

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- Demonstrated interest in the public sector and / or social research

Please note, this position is **open only to Aboriginal and Torres Strait Islander peoples**.

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

How to apply

Please email your application to hr@orima.com.

Your application comprises:

1. Your CV
2. Academic records (latest university transcript and ATAR results)
3. A cover letter (of no more than 3 pages) addressing the following:
 - a) Please tell us why you wish to join us, including how well you align with ORIMA's 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.

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

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