

Position Title	Qualitative Research Assistant
Type	Full time
Division	Communications and Social Marketing Research Division
Supervisor	Division Leader (Laura Paton)
Stream	Professional stream
Location	Melbourne
Start Date	ASAP
Salary	\$54,500 plus super

ROLE DESCRIPTION

ORIMA Research is committed to training and developing young Australians. Our qualitative 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 qualitative research consultant.

You will be supporting our qualitative research teams 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.

KEY DUTIES / RESPONSIBILITIES

Your **key duties** will include (but will not be limited to):

- 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
- Writing recruitment screeners
- 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

Residency Status	<ul style="list-style-type: none"> • Australian citizen or permanent resident
Qualifications	<ul style="list-style-type: none"> • 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)
Technical Skills	<ul style="list-style-type: none"> • Proficient in Excel, Word and PowerPoint • Advanced verbal and written communication skills • A track record of producing high quality written work • High level of organisational and time management skills
Soft Skills	<ul style="list-style-type: none"> • Strong interpersonal skills • Ability to 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, social marketing and/or social research • Have a positive mindset and a resilient and 'can do' attitude • Flexibility to travel around Australia and work evenings on a regular basis (2-3 days per week)

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

- 6 months – 1 years' work experience in a relevant industry (e.g. management consulting or professional services)
- Exposure to focus groups or moderation / facilitation
- Experience in conducting in-depth interviews (face to face and telephone) and qualitative research analysis

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 55 professional staff across offices in Canberra, Melbourne, Sydney and Brisbane. We also have around 35 specialised interviewers in our national Aboriginal & Torres Strait Islander field force.

HOW TO APPLY

Please email your application to hr@orima.com by **COB Friday 12 February 2021**.

Your application comprises:

1. Your CV, including academic records (including university transcript and ATAR results)
2. A cover letter addressing the following:
 - Please tell us why you wish to join us, including how well you align with ORIMA's corporate values.
 - Our position description describes the characteristics and selection criteria we are looking for. How well do you feel you meet our requirements, and why?
 - Please describe your academic and work history, including any qualifications or accreditations.
 - How do you feel your life experience so far makes you suited to the type of role described?

PLEASE NOTE

Our recruitment selection process involves four stages as follows:

Stage 1	a) Psychometric testing b) First interview (if shortlisted)
Stage 2	Second interview with core skills assessment
Stage 3	Second part psychometric testing of chosen candidate/s
Stage 4	Selected candidate/s final interview (if required)

CONTACTS

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

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