

POSITION DESCRIPTION

Position Title	Focus Group Host
Type	Casual
Division	Qualitative Research Division
Supervisor	Project Support Co-ordinator
Location	Melbourne (St Kilda Road)
Start Date	Immediate
Salary	\$28.25 per hour
Hours	Weeknights, 4pm – 10.30pm (approx.)

ROLE DESCRIPTION

Our team of qualitative researchers regularly conducts fieldwork (i.e. research sessions, including small group workshops / focus groups and interviews) all over Australia.

We are seeking a highly capable person to join our team to facilitate the smooth running of focus groups held in our **Melbourne office**.

This is a **casual on-call position** with shifts usually running from 4pm until 10.30pm (approximately) on weeknights. This position would be suited to a university student or someone looking for extra work as shifts would be on an **ad-hoc basis**.

Previous hospitality/hosting experience is preferred. Training will be provided.

KEY DUTIES / RESPONSIBILITIES

Tasks will include but are not limited to:

- Setting up the focus group rooms as instructed by the Project Support Co-ordinator (including catering, demographic questionnaires, recording equipment)
- Meeting participants for focus groups (including checking ID, directing people to the appropriate rooms)
- Liaising with recruiters
- Cleaning and refreshing rooms between focus groups
- Attending to clients who view the focus group sessions, including:
 - Greeting clients
 - Arranging for refreshments / Ordering food delivery
 - Calling taxis
- Clearing and tidying the focus group and viewing rooms at the end of the research sessions
- Associated kitchen duties (i.e. loading/unloading dishwasher, wiping down benches, putting left-over food in the fridge)
- Assisting researchers as directed
- Closing up office after research sessions
- Other admin tasks as required

POSITION DESCRIPTION

REQUIREMENTS, QUALIFICATIONS AND SKILLS

Residency Status	<ul style="list-style-type: none"> • Australian citizen or a permanent resident
Qualifications	<ul style="list-style-type: none"> • Any
Technical Skills	<ul style="list-style-type: none"> • Proficiency in the Microsoft suite, particularly Excel and Word
Soft Skills	<ul style="list-style-type: none"> • Highly professional – confidence and maturity to deal with clients at all levels, including senior management • Excellent customer service and communication skills • Reliable and punctual • A friendly and welcoming personality • An enthusiastic can-do attitude • Well presented • Flexible with work hours and days • Available to fill shifts with limited notice

HOW TO APPLY

Please send your application to HR@orima.com

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.

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