

POSITION DESCRIPTION

Position Title	Research Support
Type	Casual
Division	
Supervisor	
Stream	Professional stream
Location	Melbourne, Canberra
Start Date	ASAP
Salary	\$28.96 per hour (plus super)

ROLE DESCRIPTION

Research Support staff assist research consultants with basic tasks such as coding of open-ended comments, proof-reading text, checking numbers in reports against their source and other ad-hoc tasks.

These positions are on a casual basis. The nature of the project work we undertake means that the hours are both flexible and ad hoc.

Please note: these positions are office-based. Remote working is not an option.

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.

KEY DUTIES / RESPONSIBILITIES

Tasks include but are not limited to:

- Coding of open-ended comments
- Proof-reading text
- Checking numbers in reports against their source
- Drafting simple reports, literature reviews, etc
- Testing survey links
- Clerical support

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"> • Undergraduate degree (currently studying) – postgraduates considered
Technical Skills	<ul style="list-style-type: none"> • Intermediate to advanced skills in the Microsoft suite, particularly Excel, Word and PowerPoint • Proficiency in working with numbers and percentages (in data tables and charts) • Experience working with SPSS would be advantageous but is not essential.
Soft Skills	<ul style="list-style-type: none"> • Strong attention to detail • Be able to concentrate for long hours (reviewing data tables) • Good interpersonal skills • Ability to work independently and within a team • Ability to work under pressure in a constructive and helpful manner • Have a positive mindset and a resilient and 'can do' attitude • Experience within the social research sector would be advantageous but is not essential.

HOW TO APPLY

Please submit your details and CV in the employment register form on our website:
<https://orima.com.au/working-with-us/>