

POSITION DESCRIPTION

Position Title	Data Analyst
Type	Full time
Division	High Performance Organisation Research division
Supervisor	Nathan Franklin
Stream	Professional stream
Location	Canberra
Start Date	Immediate start
Salary	Negotiable, depending on skills and experience

ROLE DESCRIPTION

ORIMA Research Pty Ltd is a profit-for purpose 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. 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 across a broad range of areas.

We are looking for a data analyst, with 2-3 years experience, to join the Canberra Office.

KEY DUTIES

- Analysing data and interpreting research results (using SPSS and Excel)
- Data processing and data file preparation
- Content analysis and coding
- Generating charts and descriptive statistics
- Developing automated reporting content
- Higher level statistical analysis where required
- Drafting reports and proposals
- Organising and supporting research fieldwork
- Undertaking basic, structured telephone interviews
- Assisting research consultants to conduct and manage research projects

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"> • 2-3 years of relevant work experience • Undergraduate degree in a quantitative field (for example: statistics, data science, mathematics, econometrics, information technology, among others).
Technical Skills	<ul style="list-style-type: none"> • Proven written communications skills, including an understanding of how to explain quantitative data in a way that is accessible and insightful • An intermediate understanding of methodologies commonly used in the market and social research industry, and how they can be applied to solve different problems • Strong quantitative analytical skills, including familiarity and experience with the Microsoft Office suite (particularly Excel and VBA), as well as SPSS

POSITION DESCRIPTION

	<ul style="list-style-type: none"> • Thorough approach and attention to detail required to ensure a high level of accuracy.
Soft Skills	<ul style="list-style-type: none"> • Proactively tackles problems as they arise within their day-to-day role • Good verbal communication skills • A positive attitude towards client service • Time management and organisation skills. • Ability to work autonomously and as part of a team. • Ability to work under pressure and in a constructive and helpful manner. • An understanding of the public sector environment. • A positive mindset, resilient and 'can do' attitude. • Be motivated by excellence.

ABOUT US

ORIMA Research is Australia's leading provider of end-to-end research and data analytics services to the Australian public sector. Our projects have made a significant contribution to advancing evidence-based public policy.

ORIMA is an ISO20252 and ISO27001 accredited company and engaging with and closely following our quality processes in the daily work environment is critical.

We have offices in Canberra, Melbourne, Sydney and Brisbane, employing 55 permanent staff as well as a national Aboriginal & Torres Strait Islander field force of around 35 people.

HOW TO APPLY

Please email your application to hr@orima.com

Applications must include the following:

1. CV
2. academic records (including transcripts of tertiary qualification/s)
3. cover letter (of no more than 2 pages) addressing the key position requirements

Our recruitment process is as follows:

Stage 1: First interview and skills testing

Stage 2: Psychometric testing followed by second interview

Stage 3: Final interview

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

For enquiries, please contact Brenda on 03 9526 9098 or via email.

Only applicants shortlisted will be contacted.