

Position Title	Qualitative Research Assistant
Type	Full time
Division	Qualitative Research Division
Supervisor	Division Leader
Stream	Professional stream
Location	Melbourne
Start Date	ASAP
Salary	Based on skills and experience. Entry - \$54,500 plus super

ROLE DESCRIPTION

ORIMA Research is committed to training and development fostered by positive psychology principles. Our qualitative career stream is underpinned by a Competency Framework and offers a progression pathway within the company. This position is an ideal opportunity for a graduate/post graduate level person, or someone with some previous work experience (e.g. teaching, research, market research, interviewing, publishing, human resources, etc) about to graduate, to be trained for a career as a qualitative research consultant.

You will be supporting our qualitative research 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 undertake and be 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 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/law, arts/commerce, arts ideally including research method subjects. • An ATAR of 90+ (or equivalent)
Technical Skills	<ul style="list-style-type: none"> • Proficient in Word and PowerPoint. Excel knowledge advantageous • 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 including ability to engage and connect with, groups and individuals • Self-motivated with a strongly positive outlook • Ability to work independently and within a team • Attention to detail • Resourceful, adaptable and comfortable with change, understanding that projects require a responsive and adaptive approach • Ability to work under pressure in a constructive and helpful manner • Strong work ethic and commitment to meeting project/client requirements • Have an interest in the public sector, social marketing and/or social research • Have a growth mindset and a resilient, adaptable and ‘can do’ attitude • Flexibility to travel around Australia and work evenings on a regular basis (2-3 days per week)

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 approximately 60 professional staff across offices in Canberra, Melbourne, Sydney and Brisbane. We also have more than 35 specialised interviewers in our national Aboriginal & Torres Strait Islander field force.

HOW TO APPLY

Please email your application with the title Application for Qualitative Research Assistant to hr@orima.com as soon as possible.

Your application should comprise:

1. Your CV with contact details
2. Academic records (university transcript and ATAR results)
3. A cover letter (of no more than 2 pages) addressing the following:
 - a) Please tell us why you wish to join us, including how well you align with ORIMA's corporate 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) Describe the ideal work culture that you most enjoy working in and why.
 - e) Please state your citizenship status.

PLEASE NOTE

Our selection process involves a number of stages as follows:

Stage 1 – First round interview with core skills assessment

Stage 2 – Psychometric testing

Stage 3 – Second round interview

Stage 4 – Final interview

The successful applicant will be required to undergo a Working with Children Check and a Police Check.

CONTACTS

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

For further information please contact Brenda Lucardie via hr@orima.com or 03 9526 9000.