

POSITION DESCRIPTION

Position Title	Senior Research Consultant
Type	Full time
Division	Qualitative Research Division
Supervisor	Penny Moylan
Mentor	Liz Duniec
Stream	Professional stream
Location	Melbourne
Start Date	ASAP
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, issues relating to First Nations peoples, environmental assets, policy, sports programs, communications and more.

ORIMA's Qualitative Research Division is tasked with conducting inclusive, robust, ethical and high-quality research to inform the development and implementation of communications, social marketing and behaviour change campaigns and initiatives, programs and policies. Many of our research projects are mixed methodology, including both qualitative and quantitative research components. For these projects, it is essential that the qualitative and quantitative research components are well-aligned, complement each other, and that the reporting is combined in a streamlined and seamless way.

We are looking for an experienced qualitative researcher to join our growing Qualitative Research Division. This role will also have the opportunity to collaborate with a range of teams across our organisation on the delivery of mixed methodological projects.

KEY DUTIES / RESPONSIBILITIES

- Independent development of appropriate qualitative research designs to meet project objectives
- Independent preparation of proposals
- Moderation of focus groups and in-depth interviews with a range of audiences – including general public, stakeholders, CALD and First Nations audiences across Australia (willingness to regularly travel is essential)
- Discussion guide development
- Quantitative questionnaire development for mixed methodology projects – either informed by qualitative findings, desk research and project objectives / requirements
- Independent management of qualitative research projects as well as opportunities to manage mixed methodology projects
 - Effective management of contractors and external suppliers
 - Ensuring projects are managed within budget
- Taking the lead in qualitative analysis for projects and actively contributing to analysis of larger / more complex projects
- Deducing key findings and overall project 'narrative' and communicating this clearly and concisely in written and oral form
 - Preparing reports to publication standard – including primary drafting and reviewing input from other team members

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- Preparing visually engaging PowerPoint / presentation decks to support client presentations
- Presenting research findings to clients on projects (where acting as lead researcher)
- Considering and applying Human Research Ethics requirements, as relevant, into research design
- Conducting literature reviews to publication standard
- Assisting with supporting the management and training of other staff
- Actively participating in ORIMA professional development program
- Proactively managing own professional development

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"> ● 5 or more years of relevant work experience ● Relevant graduate or postgraduate qualification/s
Technical Skills	<ul style="list-style-type: none"> ● Strong qualitative research skills ● Experience in moderating focus groups, facilitating workshops and conducting in-depth interviews (must be comfortable with client viewing) ● Experience in all facets of project delivery and client management ● Proposal and report writing ● Strong qualitative analysis skills ● A track record of producing high quality written work and analysis ● Experience in communications research and evaluation research highly regarded ● Experience in mixed methodological research (i.e. qual and quant) research and quantitative analysis and interpretation (highly regarded but not essential)
Soft Skills	<ul style="list-style-type: none"> ● Attention to detail and problem-solving skills ● Advanced communication skills – both verbal and written ● Demonstrated experience/capability in staff management ● 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 ● Flexibility to travel regularly around Australia (2-3 days per week)

HOW TO APPLY

Please email your application to hr@orima.com.

Applications must include the following:

1. CV including contact details
2. academic records (including transcripts of tertiary qualification/s)
3. cover letter (of no more than 3 pages) addressing the key job requirements and why you are interested in this opportunity

POSITION DESCRIPTION

Our recruitment process is as follows:

Stage 1: First interview

Stage 2: Psychometric testing followed by second interview

Stage 3: Skills testing followed by third interview

For more information, please contact Penny Moylan (Senior Research Manager) on (03) 9526 9000 or via email penny.moylan@orima.com .