

Position Description

Research Associate, Research, Monitoring and Evaluation Practice

Service Line or functional team:	Markets, Clients and Strategy	You'll report to this position:	Senior Principal or Principal, Research, Monitoring and Evaluation (RME) Practice
You'll collaborate closely with:	Other practices, including the Indigenous Consulting Practice and the Gender Equality, Disability and Social Inclusion Consulting Practice, and other Operations / Business Development teams		

About Coffey International Development

At Coffey International Development, a leading development consulting firm, we design, deliver, evaluate and transform programs to empower people and societies across the globe and in Australia. We are a part of Tetra Tech, a global consulting firm with over 20,000 professionals delivering over 70,000 projects in 120 countries annually.

Coffey's in-house Research, Monitoring and Evaluation (RME) Practice specialises in developmental and impact evaluation and monitoring of public policies, programs and projects across a wide range of thematic areas, including: health; education; child and family services; social services; agriculture; NGO capacity building; inclusive growth; economic development; governance; and justice. We currently have an expanding portfolio of interesting and exciting work that requires us to deliver high-quality evaluation and monitoring work for our domestic public sector and international development clients.

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.

Our values

- Strive for achievement** (Icon: Star in a circle with a ribbon)
- Be open and transparent** (Icon: Magnifying glass)
- Listen to and respect people** (Icon: Handshake)
- Pursue curiosity and have a passion for learning** (Icon: Brain and heart)
- Deliver solutions that make a difference** (Icon: Lightbulb)
- Embrace diversity and collaboration** (Icon: Group of people in a circle)

Our behaviours

Strive for achievement	Creates own measures of excellence and consistently delivers to and meets or exceeds client expectations.
Be open and transparent	Leads by example by communicating in truthful manner with integrity, impartiality and with respect
Deliver solutions that make a difference	Based on a comprehensive understanding of client requirements and business issues, develops novel concepts or configures things in a new way that is not obvious to others and is determined as unique. Consistently pushes self and others to think differently.
Embrace diversity and collaboration	Proactive internal and external client engagement. Uses knowledge of client and team to actively seek information beyond initially expressed needs in order to best define appropriate solution.

About the role and key responsibilities

As a Research Associate in the RME Practice, you will play a key role by contributing to evaluation and research assignments that deliver useful, pragmatic solutions and influence systemic change. You will strive for excellence by applying different quantitative and qualitative research techniques to ensure we meet and exceed our clients' needs. You will work collaboratively with the team (under the direction of a Senior Principal or Principal) to contribute to producing client-ready deliverables and support the pursuit of opportunities in existing and new markets. This will require a passion to help our clients achieve positive social, environmental and economic outcomes through the use of high-quality evidence and working collaboratively with a range of internal and external stakeholders.

The successful candidate will have 2 to 5 years minimum expertise in social research methods (quantitative and/or qualitative research), and demonstrate the following:

- Foundational knowledge (based on previous experience) of applying the main approaches, methods and tools used to evaluate public sector interventions and policies
- Evidence of applying different quantitative research techniques (e.g. statistical analysis, sample survey design and implementation) and qualitative research techniques (e.g. interviewing, focus groups, workshops, case studies)
- An understanding in applying research techniques in one or more of the following thematic areas: health; education; child and family services; social services; agriculture; NGO capacity building; inclusive growth; economic development; governance; and justice
- Capabilities in relationship building and working collaboratively with project teams and clients
- Excellent command of the English language (written and spoken)
- Advanced computer skills in Microsoft Word, Excel, Powerpoint and Visio. Skills in other software applications such as NVivo and SPSS desirable.

Reporting to a Senior Principal or Principal within the RME Practice, you will make a difference for our clients and Practice by:

- **Delivering value and solutions for our clients**, by taking responsibility for delivering specific sections of both simple and more complex evaluation and research assignments (under the direction of a Senior Principal or Principal). You will demonstrate technical excellence by using mixed methods quantitative and qualitative research design and analysis, and support the production of client-ready deliverables in line with clients' needs. You will have the opportunity to further develop both your evaluation and project management skills by getting involved in the pursuit, delivery and management of challenging evaluation assignments.
- **Building the business and focussing on commercial results**, by assisting in preparing bids for tenders and participating in wider business development activities both within the RME Practice and across other parts of the business. This will involve scanning for trends to anticipate future opportunities and strategic positioning, and providing support across the full business development cycle in both pursuing and delivering work in existing and new markets.
- **Effectively supporting project teams and liaising with internal and external stakeholders**, by working collaboratively with senior and junior team members (remotely and on the ground) to provide evaluation services and develop findings and deliverables that meet and exceed client expectations. You will work respectfully with a wide range of stakeholders and partners to understand what type of evidence is required, by whom, when and for what use. You will also have opportunities to work collaboratively with Research Associates in other parts of the business and build your technical and professional experience.

Selection criteria

Demonstrated ability to:

- Deliver specific sections of both simple and complex evaluation and research assignments
- Conduct and support qualitative and quantitative research and analysis, including experience using relevant software applications
- Support the production of evaluation reports and other client-ready deliverables
- Work collaboratively with teams and stakeholders
- Assist in the preparation of bids for tenders and participate in other business development activities.

Qualifications

- Relevant qualifications and training, preferably with an undergraduate qualification in a relevant area (i.e. Social Sciences, Public Health, Education, International Development/Relations, Management, Economics, Agriculture, Natural Resource Management or in a technical/ professional field of relevance).