POSITION DESCRIPTION

Research and Insights Associate

Position Summary
The Insights Unit at the UNSW Business School delivers insights, research and ideas that will support Australia in reimagining and relaunching the economy and society post-COVID19. The unit serves as a research partner to government and industry, informing government policies and business strategies for economic renewal in a post-COVID Australia.

The Research and Insights Associate (Level B) plays an important role in the unit’s analysis activity, providing up to date analysis, research and reporting to meet the needs of member organisations, producing high quality written outputs and assisting with the preparation of proposals for external funding.

The position reports to the Senior Research and Insights Fellow and has no direct reports. The position will be co-located within the Dean’s unit and the Australian Graduate School of Management (AGSM), of the UNSW Business School, and will work closely with the Dean of AGSM and Director, AGSM Executive Education.

Accountabilities
Specific accountabilities for this role include:

- Participate in stakeholder discussions to understand the situation and requirements that enable a problem to be defined with clarity and precision.
- Conduct structured, high quality, innovative applied research projects under limited supervision using appropriate research methods, making sound judgments within the wider context of the research, including gathering data, writing literature reviews and using statistical tools to conduct quantitative and qualitative analysis.
• Identify datasets that contain both structured and unstructured data. Determine features that can be derived from available data. Extract, clean, process and analyse data to draw business insights.

• Contribute to the review and editing of research reports, conference papers and journal articles ensuring consistency of content and conformity with style guidelines.

• Extract, interpret, and present operational data to build business insights using visualisation tools.

• Communicate insights to business stakeholders in a manner that aids and informs their decision making.

• Contribute to the development of applications for competitive funding in collaboration with senior academic colleagues.

• Participate as co-investigator in competitive grant applications.

• Build and maintain networks with existing and potential partners and clients and track business development opportunities.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• A PhD in a relevant discipline, or a track record of significant involvement with industry.

• Excellent communication skills and ability to network effectively and interact with a diverse range of students, staff and industry partners.

• Strong interpersonal, problem solving, and communication skills to translate technical information/insights to non-technical audiences.

• Strong research visualization and dashboarding skills.

• Excellent written and oral communication skills with an ability to tell stories about data

• Experience with various analytical and problem-solving techniques.

• Experience with survey writing and analysis, quant & qual methodologies

• Strong proficiency in the Microsoft Office Suite

• Demonstrated ability to work in a team, collaborate across disciplines and build effective relationships.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

• Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role. This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.