Position Description

Research Fellow

Position Level: B
Faculty/Division: Business – Centre for Social Impact
Position Number: XXXX
Original document creation: August 2021

Position Summary

The Research Fellow will conduct collaborative and self-directed research that aligns with the Centre’s research objectives. They will contribute to qualitative research projects as part of a multidisciplinary team of researchers in the Centre for Social Impact (CSI), focused on evaluation and capacity building activities in the for-purpose sector.

The position will hold project management responsibilities with various research projects, and will work with other academic and professional research staff, contributing to the centre’s reputation for research leadership in social impact.

The role reports to the Research and Evaluation Director and has no direct reports.

The role will be 0.8 FTE for 12 months.

Accountabilities

Specific accountabilities for this role include:

- Assisting in the preparation of grant application, annual/progress reporting, data collection, analysis and management, transcription of interviews with research participants and preparation of publications.

- Conduct research literature searches to identify outcome indicators for projects and publications, data entry and accuracy checking and coding of audio or video-recorded interviews.

- Lead and conduct qualitative research studies, including recruitment, interviewing, coding and analysing transcript data.

- Liaise with organisations, data custodians, stakeholders and collaborators and actively participate in meetings and discussions as required.
• Coordinate, plan and complete day-to-day research activities within the framework of agreed project timelines and responsibilities.

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

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

Skills and Experience

• Relevant postgraduate qualification or equivalent competence gained through any combination of education, training and experience.

• Previous experience in conducting qualitative research with people from marginalised backgrounds.

• An understanding of ethical considerations of conducting research with marginalised and vulnerable groups would be highly regarded.

• Experience working with a range of computer systems and applications, including Microsoft Office (particularly Excel), NVivo and Endnote.

• Demonstrated superior interpersonal communication skills to initiate and maintain effective stakeholder relationships whilst exercising discretion and confidentiality.

• Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

• Excellent written and verbal communication skills, with a high level of attention to detail and the ability to liaise effectively with a range of stakeholders.

• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

• 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.

Desirable:

• Previous experience in conducting studies in a social science discipline and experience evaluating outcome measurement in community services.