POSITION DESCRIPTION

Research Assistant

Position Level 5
Faculty/Division Business – Centre for Social Impact
Position Number 00062543
Original document creation 5 February 2021

Position Summary
The Research Assistant plays a key role in supporting research projects as part of a multidisciplinary team of researchers in the Centre for Social Impact (CSI), focused on outcomes measurement, evaluation and capacity building activities in the for-purpose sector.

The position will provide research assistance to senior research staff in activities associated with various research projects, contributing to the centre’s reputation for research leadership in social impact.

The role reports to the Senior Research Officer (Evaluation) and has no direct reports.

Accountabilities
Specific accountabilities for this role include:

• Provision of practical and efficient research support to researchers, 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.

• Under guidance of the Senior Research Officer, 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.

• Contribute to event design, facilitation and the recruitment of study participants.

• Provision of general administrative support to the Amplify Social Impact project, including coordination of participant registrations, meeting spaces and schedules.

• Deliver Indicator Engine, Yardstick and outcomes measurement training, in-person and online (as appropriate) to social purpose organisations across Australia.
• 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 tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
• Previous experience in providing research assistance for studies in a social science discipline and experience evaluating outcome measurement in community services.
• An understanding of social impact content areas such as collective impact, social change and systems thinking will be highly regarded.
• Experience working with a range of computer systems and applications, including Microsoft Office (particularly Excel), SPSS, Stata, 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.