

Melbourne Graduate School of Education

Casual Research Assistant (Quantitative Analysis)

UOM CLASSIFICATION /SALARY	Casual Research Assistant – RA1
SUPERANNUATION	Employer contribution of 10%
WORKING HOURS	Part-time approximately 25 hours per week
BASIS OF EMPLOYMENT	Casual available from 16 August 2021
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Jon Quach jon.quach@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, *Advancing Melbourne*, at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

MELBOURNE GRADUATE SCHOOL OF EDUCATION

The Melbourne Graduate School of Education (MGSE) fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society. We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession. MGSE stimulates learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities. We provide research leadership, setting the direction for high-impact, innovative and responsive research that addresses the pressing issues of our time. We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

CENTRE FOR PROGRAM EVALUATION

The Centre for Program Evaluation (CPE) is internationally recognised as a leading centre for excellence in program evaluation. CPE is situated within the Melbourne Graduate School of Education at The University of Melbourne. CPE is the only academic evaluation research and training centre in Australasia. The work of all staff at the Centre is underpinned by three interrelated strands of evaluation;

- Advancement of evaluation theory and methods
- Teaching evaluation
- Evaluation practice

CPE has a long history of undertaking projects for government departments, non-government organisations, academic institutions, and community-based agencies across a wide range of policy and program areas with a focus on education, health, social wellbeing, and community development.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

ABOUT THE ROLE

Position summary

The casual research assistant is required to provide the quantitative analytical support for several large-scale evaluation and research projects.

Evaluations this position will be responsible for three Department of Education and Training-funded Evaluations. These include:

- Evaluation of the Differentiated Support for School Improvement Initiatives
- Evaluation of the Professional Learning Communities
- Evaluation of the Implementation of the Literacy and Numeracy Strategy

Evaluation designs being employed are cutting-edge and employ a combination of a range of designs including quasi-experiments, developmental and theory-driven impact evaluations. Sophisticated approaches to data collection and analysis are also being employed, including the development of a dedicated data portal that generates automatic feedback to implementers for one of the evaluations.

The casual research assistant will be responsible for developing, executing and reporting of the quantitative analytic approaches required the workplan for each evaluation, under the direction of senior investigators and working with a team of research assistants.

Reporting line: Dr Jon Quach

No. of direct reports: 0

No. of indirect reports: 0

Core Accountabilities:

1.1 Project planning and inception

- ▶ In conjunction with the investigator team: design evaluation methodology, with focus on the quantitative analysis and data requirements;
- ▶ Contribute to the writing of evaluation reports;
- ▶ Organise and significantly participate in project planning meetings/workshops, both internal and external (e.g. with client).

1.2 Project Delivery

- ▶ Implement quantitative analysis project deliverables according to contractual guidelines including the management of day-to-day tasks in accordance with project plan;
- ▶ Foresee and effectively manage issues that may impede the evaluation's progress and work with senior research staff to resolve these issues; maintenance of risk register for the data analysis each evaluation;
- ▶ Coordinating the data collection and analysis process to meet project objective; and
- ▶ Store and maintain the integrity and security of project/research data.

1.3 Research and Publications

- ▶ Contribute to undertaking and managing research opportunities arising from the evaluation/s; and
- ▶ Contribute to producing publications arising from evaluation/s, as directed.

1.4 Other Activities

- ▶ Provide updates to senior research staff on project progress.

SELECTION CRITERIA

Essential

1. A tertiary qualification at the Honours/Masters level in the disciplines of statistics, evaluation, education, psychology, public health or social sciences;
2. High level of quantitative research skills, including data analysis and interpretation;
3. Experience using statistical packages such as SPSS and/or R;
4. Experience in longitudinal and cross-sectional analyses;
5. Highly motivated and reliable with strong time management skills;
6. Demonstrated meticulousness in data management;
7. Highly developed written and verbal communication skills;
8. Competence in the use of computer and software products (MS Office), particularly word processing and databases (e.g. Microsoft Excel). High level of professionalism, integrity, and sensitivity to confidentiality and privacy.

Desirable

9. Experience in the conduct of research or evaluation projects with different stakeholders (i.e. community, government organisations);
10. Experience in dynamic, project-based research and evaluation environments;

11. Experience in using linked datasets;
12. Experience in structural equation modelling;
13. Demonstrated mixed methods research skills;
14. Experience with report writing for different audiences (policy, public and community);
15. Experience designing research or evaluation projects.

Other job-related information:

Special Requirements

- ▶ All Faculty staff may be required to perform work duties remotely and/or on- campus for a specified period of time;
- ▶ Employment in this position is conditional upon the adhering to the University's "fit and proper" checks where required and receipt of a valid Working with Children Check prior to commencement.