



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	RESEARCH ASSISTANT
Position no:	50037147
Team:	[Strategy]
Department:	International Development
Location:	Southbank
Reports to:	DESIGN & EVALUATION LEAD 50035971
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 3]
HR Endorsement:	17/12/2021

Purpose

Provide research administration support, data collection support, database management, database updates, analysis support and report writing.

Key Accountabilities

- Under routine direction provide admin support to research, monitoring and evaluation requirements for international development (ID) projects including database management, reporting and research administration.
- Support the in-country M&E teams to deliver the monitoring and evaluation outputs in consultation with teams and as outlined in the project design.
- Support various stages of research operations such as research design, methodology, quality control measures, data analysis and reporting.
- Assist with workshops, preparation of materials and visual presentations; providing administrative support to the team.
- Contribute to the design and implementation of other projects as required, to support the ID team's overall strategies and goals.
- Maintain effective communication with colleagues to share information and keep abreast of relevant issues/developments.

- Work cooperatively with unit colleagues to contribute to a strong team environment nationally and internationally.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Tertiary qualifications in business/statistics or a related field and/or demonstrated equivalent skills, knowledge and experience.
2. Demonstrated proficient analytical and problem solving skills.
3. Demonstrated proficient experience in developing research reports and providing key insights.
4. Accomplished communication and interpersonal skills, with proven ability to foster an open and collaborative approach to work, while balancing multiple priorities with accuracy and tight deadlines.
5. Demonstrated proficiency in MS Office including Excel is an essential
6. Demonstrated accomplished project administration/coordination experience.
7. Demonstrable understanding of cultural diversity and cross-cultural research.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

Special Requirements

11. To work with us you must agree to abide by our Child Protection Policies and the Australian Government's Preventing Sexual Exploitation and Harassment policies. A current working with children/police clearance and ongoing renewal/maintenance of this clearance in accordance with relevant legislation.



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