

Position Description

Position Title	Casual Research Assistant (SA based)
Mode of employment:	Casual
Time fraction:	As required
Tenure:	Casual
Classification: Annual Salary:	Assistant Specialist (level depending on experience)
Reporting to	Relevant Senior Research Specialist or Research Specialist
Working relationships:	<ul style="list-style-type: none"> Internal: Member of the Discovery Portfolio; works collaboratively across the organisation as part of multidisciplinary teams External: liaison and contact with stakeholders and agency partners
Other information:	Staff are required to: <ul style="list-style-type: none"> Sign an Intellectual Property Agreement Undergo a National Criminal History Check prior to appointment and every 3 years after Hold a Working with Children Check

Position Overview

As a Research Assistant you will be a casual team member, within the Discovery Portfolio of the PRC. This role will be responsible for the collection and collation of data, data analysis using SPSS, NVivo and other software, conducting literature searches and screening studies, and contributing to writing. There may be other research and administrative tasks relating to individual projects and to the Executive Team as required such as locating relevant literature, assisting in the preparation of reports and presentations, and organising meetings.

This role is SA based and offers WFH options. We offer competitive hourly rates to reflect your skill level and experience, plus 25% casual loading and super.

About the Parenting Research Centre

The mission of the Parenting Research Centre is to help children and families thrive by driving improved ways of supporting parenting.

We are a national, independent, not-for-profit organisation dedicated to assisting governments and community organisations in designing and implementing effective parenting and family support. We work across health, education, disability, and welfare sectors. Our approach involves conducting policy-relevant research; synthesising and translating

knowledge to make it more accessible and useful to families, policy makers and service providers; and by working with our clients to develop tailored, outcomes-focused solutions that are innovative and evidence-based, but also work in the real world.

Our corporate values are:

- Commitment: we believe in the importance of parenting
- Excellence: we do our best to apply scientific knowledge in a practical way
- Open-mindedness: we value learning and inquiry
- Innovation: we are flexible and creative
- Responsiveness: we respond to community needs
- Collaboration: we pool our knowledge and our resources
- Stewardship: we are trustworthy and accountable.

Our code of interpersonal behaviour is based on the values of:

- Respect: treat people with dignity and communicate their worth
- Responsibility: be dependable, trustworthy, and accountable
- Positivity: be positive and proactive, and focus on solutions and strengths
- Acceptance: embrace diversity, exercise tolerance, and look for the best in others

Personal Competencies Required	Position Competencies Required
Integrity, professionalism, and strong professional ethics.	Knowledge of and a commitment to the mission and values of PRC. Demonstrated ability to exercise a high level of discretion and sound judgement when dealing with sensitive and confidential matters.
Ability to produce work of high quality.	Experienced in producing quality outcomes.
High motivation and energy.	Results oriented, highly productive
Proactive and positive in solving problems.	A willingness to show high motivation, to establish priorities, set and maintain deadlines with a demonstrated ability to use initiative
Committed to teamwork	Demonstrated communication and interpersonal skills including problem resolution and negotiation
Enthusiasm for contributing to a learning environment.	Demonstrated ability to collaborate and work in a multi-disciplinary setting

Commitment to ongoing professional development.	Clear understanding of own development needs, and commitment to continuous improvement, WH&S and Equal Opportunity principles.
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Responsibilities

The Research Assistant is responsible for performing a range of research support duties, under general supervision. These may include:

1. Contribute to projects requiring quantitative and qualitative research methodologies as directed, including but not limited to:
 - Assisting in recruitment/promotional activities for projects
 - Collecting new data through online, face-to-face (e.g. via interview for focus groups), paper/pencil techniques
 - Collating data in relevant databases (e.g. SPSS, Excel, NVivo)
 - Maintaining accurate data systems by reviewing and updating client/participant data on relevant databases
 - Assisting with the collection and analysis of qualitative and/or quantitative data
 - Assisting in the preparation of measures, project materials and reports
 - Assisting in the preparation of applications for ethical approval of research projects.
2. Contribute to projects involving the synthesis of the evidence on particular topics, including but not limited to:
 - Undertaking literature searches using standard academic databases and key organisation websites
 - Screening and selection of studies for inclusion in reviews
 - Extracting study data from papers and reports
 - Contributing to assessment of research and intervention quality
 - Entering reference information in reference management software
 - Contributing to report development
3. Assist with a diverse range of activities that support the development and implementation of evidence-based information projects, programs and practice frameworks, including but not limited to
 - Supporting the identification, synthesis and translation of scientific research and evidence-based practice to support the development of products, programs and scientific papers.
 - Observing/recording program adherence
 - Supporting the development of parenting information products
4. Assisting with a diverse range of activities that support work across projects, tender applications and product development, including but not limited to:
 - Preparation of reports, publications and presentations relevant to projects
 - Locating relevant literature and storing appropriately

- Coordinating and contributing to team and stakeholder meetings (e.g. arranging venue and time, sending invitations, circulating agenda and relevant documents, and recording minutes and actions)
- Other duties as required

Key Selection Criteria

Essential

1. Detail-oriented individual with an Honours degree in a relevant social sciences discipline (such as psychology), or equivalent qualifications and experience. Demonstrated commitment to the scientist-practitioner model, and the development and dissemination of evidence-based practice.
2. Well-developed written and verbal communication skills, including the capacity to draft reports, participate in verbal feedback sessions and vary methods of communication to suit the target audience. You'll be a confident communicator, able to write clear, concise reports and adapt your communication style to suit a range of audiences. Experience with/comfortable engaging community stakeholders will be highly regarded for this role.
3. Previous experience as a Research Assistant, conducting literature reviews, or working with research funders will be highly regarded.
4. Skills and experience in using statistical software, in particular SPSS, Endnote, and literature search databases
5. Proven time management skills including the ability to complete tasks within strict timelines
6. Working knowledge of and experience in Microsoft Office products (Word, PowerPoint, Excel, Teams) and demonstrated ability to quickly learn new systems
7. Successful police check clearance and Working with Children check

Desirable

1. Previous experience working as a Research Assistant
2. Experience in conducting literature reviews
3. Experience working with research funders (independently or under supervision)
4. Knowledge of the parenting literature