



Position Description

Position Title	Research Assistant
Employment type	Casual
Reports to: Positions reporting to this position:	Research Specialist or Senior Research Specialist Nil
Other information:	All staff are required to: <ul style="list-style-type: none">• Undergo a National Criminal History Check prior to appointment and every 3 years after• Undergo a successful Working with Children check prior to appointment

Position Overview

The primary function of the Research Assistant is to contribute to projects that involve quantitative and qualitative research methodologies and evaluation. You will provide assistance to the Project Manager/Research Specialist in the design, conduct and reporting of research and evaluation projects, using your skills in data analysis, literature review and report writing. The Research Assistant will also support project management, research and publication depending on the nature of the projects allocated.

You will have some skills and experience in designing and conducting quantitative research, especially survey design and quantitative data analysis of large scale and/or population-level datasets. Ideally you will be solutions-focused and have a demonstrated capacity to overcome obstacles and challenges to work completion through team-based and independent work.

About the Parenting Research Centre

The *Parenting Research Centre (PRC)* is Australia's only independent non-profit research and development organisation exclusively focused on parenting.

We believe that parenting is the most important influence on a child's health and wellbeing. To help parents raise happy healthy children, we seek and share scientific knowledge of effective parenting, develop evidence-based practical solutions and build the capability of the community to support parents.

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
Strong professional ethics and integrity	Knowledge of and a commitment to the values of PRC A strong philosophical commitment to the development and dissemination of online, evidence based information and support.
High levels of motivation and energy	Results oriented, highly productive
Commitment to producing working of high quality Motivated to work in the online environment	Experienced in producing quality outcomes according to planned timelines.
Ability to be proactive and positive in solving problems	Demonstrated decision making and problem solving skills.
Commitment to teamwork	Demonstrated communication and interpersonal skills including effective collaboration and contribution of ideas to achieve the desired end result. Experience in effective problem resolution, negotiation, ability to work with professionals from diverse backgrounds and teamwork.
Commitment to ongoing professional development	Clear understanding of own development needs, plus commitment to continuous improvement, OH&S and Equal Opportunity principles

Key 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 skills as directed.
2. Assist in a diverse range of activities that support examination of and contribution to the evidence base about parenting practices and parenting support, including but not limited to

- Supporting the identification, synthesis and review of scientific research, policy documents and evaluation reports.
 - Supporting the delivery and evaluation of group, individual, telephone and online parenting support interventions, programs and workshops
 - Monitoring and analysing program evaluation data, including program adherence processes and measures
3. Assisting in recruitment/promotional activities for projects
 4. Conducting interviews and focus groups with research participants
 5. Reviewing and updating client/participant data on databases
 6. Preparing and distributing measures and project materials for projects
 7. Undertaking literature searches using academic databases
 8. Entering reference information on Endnote
 9. Entering data on an SPSS database, screening data for analysis and performing analyses (e.g., significance testing, regression, non-parametric analysis)
 10. Assisting with the collection and analysis of qualitative and/or quantitative data
 11. Writing drafts of sections of reports on research and evaluation projects
 12. Assisting project team members with the preparation of ethics applications, competitive tenders, reports, publications and presentations relevant to projects
 13. Other duties as required

Key Selection Criteria

Essential

1. A graduate level qualification in relevant field (e.g., psychology, social work)
2. Experience in data collection, data entry, multivariate data analysis (e.g., multiple regression, factor analysis, logistic regression) and interpretation
3. Excellent written and verbal communication skills including the ability to contribute to high quality, complex reports, presentations and correspondence.
4. Demonstrated experience/ability to carry out project work and demonstrated ability to deliver high quality outcomes within tight time frames
5. Strong IT skills including experience in using Endnote and literature search databases, and sound knowledge of Microsoft suite of programs.
6. Experience using Statistical software (e.g., SPSS, Stata, NVivo).
7. Excellent interpersonal skills and ability and willingness to contribute to the work of the team

Desirable

1. A Master level qualification or PhD in a relevant discipline
2. Current knowledge of research in parenting and parenting support
3. Practice experience working with children and families
4. Publications in scientific literature