

Position Description

Position Title	Research Specialist
Mode of employment	FT or PT
Time fraction	Up to 1.0
Reports to	Principal Research Specialist
Working relationships	<ul style="list-style-type: none"> • Internal – member of the Research Design & Analysis and Evaluation Practice Area, works closely with the Knowledge Synthesis Practice Area & project teams across the wider organisation. • External – liaison and contact with stakeholders and agency partners.
Other information:	All staff are required to: <ul style="list-style-type: none"> • Undergo successful Working with Children and National Police Checks prior to appointment

Position Overview

The Research Specialist position requires highly developed research and evaluation skills. You will have advanced analytical and problem-solving skills and be particularly skilled in robust quantitative research and evaluation methodologies. Ideally, you will be able to demonstrate an early career path in applied research or be able to demonstrate a keen interest and aptitude for adapting to such a career path.

You will be able to work independently, and be responsible for the delivery of projects across a diverse range of family and parenting related sectors. Work will be varied, shaped by our strategic priorities, needs of our clients, and current portfolio of projects, and could range from conducting discovery research to program evaluation.

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	Commitment to the values of PRC Demonstrated ability to exercise a high level of discretion and sound judgement when dealing with sensitive and confidential matters.
High levels of motivation and energy	Results oriented, highly productive
Ability to be 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
Commitment to teamwork	Demonstrated communication and interpersonal skills including problem resolution and negotiation
Eager to participate and contribute 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, plus commitment to continuous improvement, OH&S and Equal Opportunity principles

Key Responsibilities

1. Deliver commissioned research and evaluation projects requiring strong quantitative and qualitative methodologies
2. Contribute to the design of Centre projects requiring strong research and analysis skills
3. Design, conduct and report on data analyses

4. Prepare literature reviews, systematic evidence assessments, scoping reviews, project reports, presentations and publications for the scientific literature
5. Prepare ethics applications
6. Support the development of competitive tenders, and consultancy and contract project proposals
7. Work in an integrated way with multidisciplinary project teams as required, bringing research and evaluation expertise to help achieve project outcomes
8. Manage the duties and activities of assistants
9. Other duties as required

Key Selection Criteria

Essential

1. Relevant post-graduate qualification in the social sciences or related field
2. Highly skilled in designing and conducting quantitative research, especially formative and summative program evaluation
3. Knowledge of statistical software (e.g. STATA, SPSS) and ability to interpret output of complex analyses
4. Skilled in conducting reviews of the evidence using systematic methodologies
5. Demonstrated ability to deliver research and evaluation projects on time and on budget
6. Strong analytical and problem solving skills
7. Evidence of a high level of personal productivity and work impact
8. Strong team work skills
9. Exceptional written and verbal communication skills

Desirable

1. PhD level research training
2. Advanced skills in statistical analysis using packages such as STATA or SPSS
3. Relevant knowledge in family, children or parenting fields
4. Experience and skills in qualitative research