

RESEARCH CONSULTANT

We are seeking a research consultant to join our Sydney team who is passionate and highly motivated.

JOB DESCRIPTION

- Full time role
- Multicultural and Aboriginal and Torres Strait Islander research and evaluation specialists
- Small passionate team who work in a culturally sensitive way.

We are seeking an experienced, highly motivated and dedicated Consultant to join our small Sydney team in a full-time position. Reporting to the Director, Research and Evaluation, you will be working closely with our extensive national team of highly skilled bilingual and Aboriginal and Torres Strait Islander research consultants to deliver research and evaluation projects.

The ideal applicant will have an outstanding working ethic and communication skills, proven ability to manage multiple projects at any time and work collaboratively within a team. This role will suit applicants with skills in analysis of a range of qualitative and quantitative data and who embraces a fast-paced environment.

ABOUT CIRCA

The Cultural and Indigenous Research Centre Australia (CIRCA) was established in 2000 and is an industry leader in research & evaluation with Aboriginal and Torres Strait Islander and CALD communities and a specialist in the application of culturally sensitive approaches.

Together with our extensive national team of highly skilled bilingual and Aboriginal and Torres Strait Islander research consultants we deliver high quality research and evaluation projects within the Government and private sector. Our long relationship with communities and our sensitivity to diverse community needs mean we have the trust and respect of the people we work with.

Our research methodology is rigorous, culturally sensitive and centres on fruitful community consultation. We ensure a diversity of community voices are heard, and are committed to culturally specific research methods based on mutual respect and cooperation.

ABOUT THE ROLE

The Research Consultant role is a full-time position based at our Redfern office in Sydney. Reporting to the Director, Research and Evaluation, the Research Consultant will work in line with the rest of the team, as well as our bilingual and Aboriginal and Torres Strait Islander to deliver research and evaluation projects for our clients.

The Research Consultant position entails:

- Working in a client-focused team, committed to best practice when working with Aboriginal and Torres Strait Islander and culturally and linguistically diverse (CALD) communities
- Responding to research and evaluation requests, designing culturally appropriate and culturally safe methodologies and evaluation frameworks, and preparing detailed proposals

- Managing and conducting fieldwork, including the development of research and evaluation tools, undertaking qualitative research (including interstate travel), briefing and supporting bilingual and Aboriginal and Torres Strait Islander research partners
- Conducting analysis of a range of qualitative and quantitative data, delivering strategic insights, preparing written reports and verbal presentations
- Collaborating in all aspects of project management and developing new business.

Applicants from a culturally and linguistically diverse or Aboriginal or Torres Strait Islander background and/or with a disability are strongly encouraged to apply.

At CIRCA we provide our employees with excellent working conditions, a modern, respectful, collaborative culture, on-going support, and a family-friendly environment accommodating a range of personal circumstances.

How to Apply for this position.

Please email your application documents to Jess Willis, jess@culper.com.au

Your application should include three documents, 1. Cover Letter, 2. Responses to Selection Criteria, 3. CV.

SELECTION CRITERIA

To be successful for this role, you will need to demonstrate your skills and experience to meet the following essential criteria.

- At least 3 years' experience working in social policy, social research and/or program evaluation
- History of successful project planning and management, and the ability to work collaboratively in a team, as well as manage several projects and tasks concurrently within tight deadlines
- Demonstrated ability to collate, analyse and synthesise research data into high quality reports for diverse stakeholders, including government. Experience in quantitative research methods is desirable.
- Demonstrated high-level communication skills, both written and verbal
- Interest in new and innovative research and evaluation approaches
- Demonstrated ability to build strong client relationships
- Ability to develop and sustain strong relationships with Aboriginal and Torres Strait Islander and CALD stakeholders, communities, and government
- Direct experience or a strong interest in research with Aboriginal and Torres Strait Islander and/or culturally diverse communities.

HOW TO APPLY

1. Read the Position Description and Selection Criteria (above information).
2. Your application should include a covering letter, a resume (CV) and an additional document addressing the selection essential criteria.

The covering letter needs to include:

- The position you are applying for; and
- Your current contact details.

Your resume should detail:

- Your employment history including dates and a brief statement of duties for previous roles;
- Your education history.

Your additional document should clearly explain:

- How your skills and experience meet each listed selection criterion.

You should also ensure you are able to later provide contact details for two professional referees (at least one current or previous line manager).

3. Please send written applications to jess@culper.com.au

Applicants who do not address the selection criteria will not be considered.

If you have any questions, please contact

Lena Etuk Director, Research and Evaluation, lena@circaresearch.com.au 02 8585 1330 or 0468 355 838

*This position will be open until it has been filled, but preference will be given to applications received by
26 Aug 2021*