



AMERICAS ASIA PACIFIC EMEA

Research Associate (Sydney, Australia)

Job Description &
Person Specification

About Us

We are the leading international executive search firm finding outstanding leaders for 'purpose-driven' sectors in over 70 countries worldwide. We work for clients who are shaping some of the most important outcomes in our world today.



We are an employee owned, values-led company with 21 offices worldwide and a diverse team of around 160 employees. We are ranked in the top three of global search firms that are focused on 'purpose-driven' sectors and themes.



Schools & Educational Organisations

Higher Education

Arts, Culture & Sports

Board

Non-Profits & Social Impact

Healthcare & Academic Medicine

Research & Innovation

Philanthropy, Communications & Engagement

We advise educational, research, healthcare, philanthropic, non-profit and cultural organisations to make world-class appointments. We have deep passion for the outcomes and impact that our sectors deliver in society, with strong internal commitments to diversity, mental health, social mobility, education and justice. We work with institutions to assist them in improving the calibre, diversity and success of their senior appointments.



Every client we serve is pursuing a better world

We find leaders for 'purpose-driven' organisations. In the same way as our clients, we are motivated by a set of outcomes for our world. These outcomes stretch across every geography, reach across all sectors, and ultimately affect the lives of everyone.



Advancing Human Medicine
& Preventing Disease



Diversity, Human Flourishing
& Inspiration in Sport



Artificial Intelligence,
Information, Data Security



Cutting Edge Engineering



Ending Poverty



Modernizing Governance



Climate, Clean Energy &
Sustainability



Conservation &
Biodiversity



Engaged & Philanthropic
Society



Celebrating Diversity &
Inclusion, Pursuing Gender
Justice



Internationalisation of
Education



Human Rights and the
Pursuit of Peaceful and Just
Societies



Providing Education For All



Celebrating Culture

Our Values

At Perrett Laver our shared values unite us in our mission to serve purpose driven organisations. We are an employee-owned company and ownership, both of our work and of our working environment is at the core of our business. We operate an employee profit share scheme so we all benefit when the business succeeds. We not only strive to deliver diverse candidate fields; our mission also extends to building a diverse workforce internally while promoting equality and diversity through regular structured training diversity-related issues. We believe that our broad range of perspectives, backgrounds and opinions are crucial to maintaining our corporate culture of openness, intellectual curiosity, and creativity.

Passionate

As experts in our sectors globally, we are committed to our work, developing meaningful relationships, and engaging with integrity. We are professional in everything we do, delivering to the highest standards.

Impactful

We partner with purpose driven organisations around the world to appoint brave and brilliant leaders that are driving positive outcomes across our global sectors. We are motivated by making an impact in the sectors in which we work.

Creative

We are proud of our process but aren't constrained by it. Flexible when it comes to meeting clients' needs, we focus on empowering our teams to provide world-class service and to be creative in identifying diverse talent.

Inclusive

We foster belonging and are committed to implementing inclusive practices, prioritising equality and diversity across the sectors we partner with. Thereby always ensuring we create a culture of empathy and respect.

Collaborative

We create a culture of openness, transparency and care in our work with clients, candidates and colleagues. As an employee-owned organisation, global collaboration is at the core of everything we do.



Training

New Starters

All new starters to the company are put on our training program which includes a two week induction period. Your line manager will oversee your ongoing training and development program, supported by other colleagues who will provide one-to-one input on specific topics. After your first three and six months, we will provide initial performance feedback and invite your comments on the program, as well as general observations.

Ongoing

As a team we are an intellectually curious group of people who thrive on continuous learning. We run weekly knowledge management workshops and meet regularly to discuss themes and challenges that arise in the sectors we serve. As a growing firm, there are many opportunities to grow as a professional and we are keen to nurture talented people as the business need develops.

On completion of your probation period, you will have many opportunities to contribute to Perrett Laver in ways above and beyond your day-to-day responsibilities. This may include joining one of our Working Groups covering areas such as Equality, Diversity and Inclusion, Corporate Social Responsibility, and Training and Development.

Salary and Benefits

Our starting salaries are competitive, regularly benchmarked, and remuneration consists of a base salary and performance-related bonus. Perrett Laver is employee owned, on joining us, you immediately become an owner.

As an employee owned business, on joining Perrett Laver you become an owner and immediately receive:

- 25 days per year per annum, plus public holidays;
- flexible working from home/office days;
- two days a year to commit to volunteering for your selected charitable cause;
- access to CALM app;
- 11.5% superannuation contributions;
- \$800 annual allowance for private healthcare;
- employee away days;
- performance bonus (after your first year).



Why work with us?

Bring us your values, convictions, intellectual rigor and creative flair. You will become intimately involved with the leadership challenges facing some of the world's most dynamic and high profile organisations.

The Role

Perrett Laver Australia is now looking to expand its team of Research Associates. Perrett Laver is one of the world's leading executive search firms, providing high-level support on some of the most senior appointments in academia, healthcare, non-profit charities, foundations and INGOs.

We are motivated by working with organisations that have positive impact on society and identifying global leaders. Our clients have spanned from the University of Melbourne to Amnesty International, from major medical research institutes, to schools and local enterprise organisations in Asia Pacific, Africa, North America and Europe. We are committed to delivering excellent, professional service to our clients on every occasion.

As a core member of a sector-leading research team, you will be involved in strategic decision making from day one. By combining the intellectual and analytical skills necessary to grasp a complex brief and the research skills to identify world-leading candidates for leadership roles, our Research Associates power our business. Flexible, rigorous and attracted to complexity, you will be trained in high-level advocacy skills to engage senior academic leaders and world-leading professors over the phone and face-to-face. You will work under your own initiative to deliver consistently excellent results and you'll be part of a strong, global network of colleagues and friends who inspire and encourage you as you develop in the role while making a real difference to our client institutions.



Job Description

Accountabilities and Skills

Research Associates are at the heart of Perrett Laver. The role combines the intellectual skills necessary to grasp a complex brief, the research skills to identify world-leading candidates for leadership roles, the advocacy skills to engage such candidates, and the capacity to work as part of a core project team and a wider corporate team. You will have a thirst for knowledge, a methodical mind-set that will enable you to carry out a comprehensive and global search of the talent pool, and high attention to detail.

Research Associates manage the research phase of the project including background analysis, identification and securing of candidates, and candidate care. They work closely with and support the Project Management Team and the Consultants in the delivery of projects through to the appointment of a preferred candidate.

You will deliver research on senior appointments to the highest standard; identify and communicate with a high calibre international candidate field, and advocate on behalf of the client; develop sector specific knowledge and expertise; guide Consultant on appropriate search strategies (i.e. international reach, disciplinary focus); carry out comprehensive and creative desk-based research for all assignments (this includes the identification of target organisations and relevant candidate profiles, assessment of individuals against an job description, and correspondence with sources and candidates); make preliminary assessments of candidates and convey these assessments to the Consultant.

You will manage multiple, high volume research projects; develop and maintain relationships with candidates; prepare and proof client documents as required, such as research update and longlist/shortlist documents; team and company involvement; contribute to team spirit and work ethic and provide support for the team; work closely with other Research Associates across the business, sharing information, supporting others, and building our intellectual property.

Person Specification:

- university degree;
- outstanding verbal and written communication skills marked by adaptability, precision and nuance;
- ability to manage multiple projects and to prioritise workload;
- an intellectually curious mind-set; collaborative, flexible and able to contribute to the development of a growing team;
- sharp and rigorous analytical skills, particularly regarding the assessment of candidates;
- tenacious, committed and results-oriented;
- enthusiastic and proactive;
- strong appreciation and understanding of the importance of punctuality, responsibility and discretion
- interest in the higher education, research, technology and innovation sectors;
- attention to detail;
- a strong personal values which align with Perrett Laver values;
- strong inter-personal skills both over the phone and face-to-face;
- commitment to contribute to the culture within Perrett Laver Australia;
- commitment to the mission and values of Perrett Laver.

Desirable

- languages;
- experience in STEM;
- 1-2 years' work experience and / or a higher degree



How to Apply:

Please submit your CV and cover letter outlining how your skills, capabilities and experience meet the requirements for the role to **Perrett Laver** quoting reference number RAAU2026. Please note that applications ~~will be reviewed~~ on a rolling basis so applicants should apply ASAP.

For further information, or any initial enquiries please contact **Claudia Roth**

claudia.roth@perrettlaver.com



If you require any necessary adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

The successful candidate must have the legal right to work in Australia.

For information about employee rights and minimum wages, see the Fair Work Ombudsman website at

<https://www.fairwork.gov.au/>



Statement on Inclusion

Perrett Laver believes that excellence will be achieved through recognising the value of every individual. A broad range of perspectives, backgrounds and opinions amongst our global community of colleagues is crucial in maintaining our corporate culture of openness, intellectual curiosity, and creativity. We take an active role in supporting under-represented communities and groups in becoming better and more fairly represented in the leadership of all organisations. We know that diverse and inclusive teams have a positive impact on our ability to identify, engage and secure candidates from these groups.

Our commitment to inclusion across race, gender, age, religion, sexual orientation, identity, and experience drives us every day – for clients, for candidate identification and in the recruitment, development and retention of colleagues. To ensure inclusion on the basis of age, disability, ethnic or national origin, family circumstance, gender, gender identity, marital status, nationality, political or religious beliefs, race, socioeconomic background, sexual orientation, we would like to specifically invite applications from under-represented groups.

Privacy Statement

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please see our [Privacy Statement](#).

If you have comments that would support us to improve access to documentation, or our application processes more generally, please do not hesitate to contact us via accessibility@perrettlaver.com.



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