

Position Description

Senior Research Analyst

POSITION DETAILS	
JOB TITLE	Senior Research Analyst
PROGRAM	
REPORTS TO	CEO, Welcoming Australia
EMPLOYMENT TYPE	Part-time (0.6 FTE)
CLASSIFICATION	SCHADS Award Level 6 to 7, commensurate with experience, plus Superannuation and Salary Packaging options
LOCATION	Negotiable (Australia)
DATE	January 2023
<input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Child Safety Check	

ROLE PURPOSE

The Senior Research Analyst is responsible for leading and developing various research, evaluation, assessment, and accreditation-focused projects related to Welcoming Australia's multiple initiatives such as Welcoming Cities, Welcoming Regions, Welcoming Clubs and Welcoming Universities.

Welcoming Australia's research needs continue to expand as the reach and impact of our initiatives grow. Developing leading research and analysis will also improve Welcoming Australia's capacity to secure additional funding and various consultancy opportunities.

Previously, Welcoming Australia's research needs have been outsourced to various researchers and consultants. Including Welcoming Cities Accreditation, Welcoming Clubs' social impact research, developing national Standards, and research papers and resource development.

BACKGROUND

Welcoming Australia (WA) is a national not-for-profit organisation, and non-partisan movement committed to cultivating a culture of welcome and advancing an Australia where people of all backgrounds have equal opportunity to belong, contribute and thrive. Our approach is underpinned by the values of positivity, relationships, honesty, and change.

KEY RESPONSIBILITIES

- Lead the development, implementation, and publication of various research projects as they relate to, and advance, Welcoming Australia's key initiatives
- Lead Welcoming Cities accreditation assessment and reporting processes
- Present research reports and findings at various workshops, events and conferences
- Analysis and reporting of data from large datasets
- Preparation of research reports
- Survey design and analysis
- Develop and foster strong relationships with key partners and other relevant internal and external stakeholders
- Actively participate in and foster university partnerships, including, where applicable, engagement of post-graduate students, and the development of collaborative research projects
- Contribute to and lead, where appropriate, the development of policy and parliamentary submissions as agreed with the CEO

- Contribute to the development of applicable grants, proposals and quotes for various research and consultancy-based projects
- Contribute to the development of pertinent team budgets
- Participate in a culture of continuous improvement, learning and feedback such that learnings are integrated into key initiatives and leading practice is identified and shared
- Other duties consistent with the position where required and requested by the CEO and Board from time to time

KEY SELECTION CRITERIA

Essential:

- Formal tertiary qualifications in social policy, social science, economics, or other relevant disciplines
- Experience working in research and evaluation roles within or consulting with the community sector, a peak body, government department or statutory authority, with a track record of delivering policy-relevant research.
- Strong quantitative research experience, including previous experience working with large data sets
- Experience in survey methodology, including survey design and analysing of survey data
- High-level writing and editing skills that can be applied to a range of documentation, with attention to detail
- Highly developed knowledge of relevant ethical research practices and codes, including diverse research methodologies and community co-design principles
- Demonstrated stakeholder engagement skills
- Highly developed project management and organisational skills, including the ability to manage people, plan workload, manage budgets, prioritise, and meet deadlines
- Extensive knowledge of the refugee, migration, and settlement sectors

Desirable:

- A relevant PhD qualification with extensive relevant experience or an equivalent combination of relevant experience and education/training
- Established publication record (reports, journals, and peer-reviewed publications)
- Senior leadership and people management expertise
- Understanding/familiarity with local governments' responsibilities and operations

The successful candidate will possess the following values and attributes

- Welcoming, friendly, and strong interpersonal skills
- Demonstrated passion for, and commitment to, cultural diversity and inclusion
- Works independently with minimal direction
- The desire to work in a fast-paced environment with a positive attitude
- Ability to work cooperatively and flexibly to fulfil individual and team performance

WELCOMING AUSTRALIA IS AN EQUAL OPPORTUNITY EMPLOYER AND A WELCOMING AND INCLUSIVE WORKPLACE.