

# Casual Research Assistant Opportunity

## The Opportunity

An exciting opportunity exists for a dynamic person with experience in quantitative and qualitative research methods and evaluation tools to join our Collingwood office as a casual Research Assistant. Be part of a small, purpose-driven team that uncovers and delivers evidence-based insights to increase social impact.

## About us

Synergistiq has been a trusted and respected consulting business for 30 years. We draw upon the deep knowledge and experience of our people to provide evaluation and research, strategy planning and development, and facilitation and engagement services. We work in areas of deep complexity, such as education, health, justice and social services, applying systems and strengths-based approaches with participatory engagement. We collaborate with our clients from the government, not-for-profit and corporate sectors to solve multifaceted challenges, support evidenced-based decision-making and strengthen the impact of their work to achieve education and community outcomes. We value excellence, respect, learning, passion, humanity and courage.

## About the role

We are seeking a Research Assistant to:

- Undertake desktop research
- Implement data collection tools
- Conduct quantitative and qualitative data analysis
- Synthesise and report on findings
- Support strategy and program logic workshops and project logistics.

## About you (key selection criteria)

You will have or be close to completing tertiary or post-graduate qualifications and bring the following experience and skills to the role:

### ***Demonstrated research or evaluation skills:***

- Experience in research, evaluation methods or data collection
- Strong conceptual and analytical skills
- The ability to synthesise academic texts
- The ability to discern and summarise key information for inclusion in reports

### ***Strong communication skills:***

- Advanced writing skills and demonstrated experience producing plain-English reports conveying quantitative and qualitative data for diverse audiences
- Clear and concise verbal communication skills for diverse audiences

- Strong visual communication skills, including ability to graphically articulate complex messages and data simply, would be an advantage

***Proficient data skills:***

- Data coding and analysis skills with either quantitative or qualitative data, but an ability to work with both
- Proficiency in utilising computer programs for data analysis (advanced Microsoft Excel or R or similar would be an advantage)

***Personal attributes:***

- Commitment to Synergistiq purpose and values
- Proven interpersonal skills with a demonstrated ability for building and maintaining relationships with colleagues and stakeholders
- An ability to work under pressure and meet project requirements and deadlines
- A sense of shared responsibility for projects and teamwork
- Experience or interest in one or more areas of social policy, such as gender, Indigenous issues, multiculturalism and social inclusion, family violence, mental health and well-being, would be an advantage.

We are a highly-collaborative team. We work from a ground-floor, accessible office, with a shower available. We anticipate the role will involve working between one to three days per week, most likely the latter. We will discuss the optimum way of structuring the work with the successful candidate.

To apply for the role, please email [lisa.jones@synergistiq.com](mailto:lisa.jones@synergistiq.com), with a succinct cover letter and CV that collectively address the key selection criteria. For a confidential conversation, please telephone Lisa Jones on (03) 9946 6800. **Applications close on 12 March 2020.**