

Information package

Job Title: Research Officer
Reporting to: CEO
Direct reports: None
Type of employment: Full time
Location: Bathurst NSW

The Organisation

The Western Research Institute (WRI) is a not-for-profit organisation that conducts social and economic research to support sustainable regional development.

WRI's role in supporting regional Australia is to connect organisations with independent research that enables sustainability, growth and future regional development.

WRI uses qualitative and quantitative research methodologies in our projects. Services include cost benefit analysis and business case development plus research projects using economic modelling and survey tools to measure social environmental and economic outcomes. We also evaluate programs, undertake process improvement projects and provide skills training and development opportunities for organisations operating in the regions of Australia.

Our services support our client's decision making in areas such as policy development, funding applications, project evaluation and more.

The Research Officer

The role works as a member of the research team. WRI's services are delivered within a quality framework so an attention to detail is an essential skill for the position. The independence and reliability of WRI are key attributes and your integrity and accuracy in preparing analysis will be key attributes for the successful applicant.

The position will assist in the preparation of frameworks for research projects and will provide data analysis on a range of topics. You need to possess business management and/or economic analysis skills to enable you to deliver the economic modelling and analysis required in this position. Survey design and data analysis are other key skills required in the position. You need high level skills using Microsoft products, particularly Excel, and have a background in research project work to be suitable for the position. You need to have the skills to write well and communicate effectively with colleagues and clients.

The position may be mentored by the research team to offer skills development opportunities in the position.

A position description is attached. Applicants must address in their application their abilities with specific reference in any application to the essential skills component of the position description plus illustrate their attributes against the skills and knowledge requirements.

Salary will be negotiated in accordance with the skills of the successful candidate.

For more information visit the WRI website or contact the office on (02) 6333 4000 or email team@wri.org.au.

POSTION TITLE	Research Officer	DATE	March 2020
SALARY	Dependent on experience in economic analysis	REPORTS TO	CEO
POSITION PURPOSE			
The Research Officer's responsibilities are to undertake the capture of information, analyse it and report on findings within a quality framework.			
KEY ACCOUNTABILITIES			
<ul style="list-style-type: none"> • Accurately analyse information and data and prepare reports on findings. • Participate in planning sessions where project scopes are determined. • Design and undertake primary data collection including face to face and online surveys, interviews and focus group sessions. • Analyse and interpret data using economic modelling tools and survey tools. • Prepare well written reports. • Client relationship management. • Deliver outcomes within a project management framework. 			
GENERIC ACCOUNTABILITIES			
<ul style="list-style-type: none"> • Work as an effective and engaged team member. • Accuracy and the delivery of robust analysis using consistent methodologies. • Contribute to the strong safety culture in the workplace. • Deliver outcomes with a client focused approach. 			
SKILLS KNOWLEDGE AND EXPERIENCE			
<p>Essential</p> <ul style="list-style-type: none"> • Degree or equivalent in economics, business or social science. • An interest in regional economic growth and ability to see and articulate opportunities for regional sustainability. • Experience working within a team on research projects. • High level skills using Microsoft Office products, particularly Excel. • High level skills and demonstrated experience in the manipulation of data in spreadsheets. • High level oral communication skills to enable strong relationship building • High level written communication skills to enable the delivery of well developed plain English reports. • Time management skills to cope with competing timeframes across multiple projects and adhere to project deadlines. • Integrity and discretion with very high ethical standards. 			