

October 2024

Research Assistant (Melbourne)

Job description

Reporting to	Advisor or Principal Advisor	Work location	Melbourne, Australia
Contract length	24 months, with possibility for extension (incl. 6-month probation)	Time fraction	1 FTE (part-time from 0.7 FTE upwards will be considered)
Salary	\$65,000 per annum, plus superannuation	Direct reports	None
Benefits	4 weeks' annual leave, plus 5 days' company leave Salary packaging Flexible work hours Hybrid office-home working	Working relationships	CEI staff in Australia (Melbourne, Sydney) and across our international offices External professionals in government and NGO sector
Assets	Laptop, mobile phone	Criminal record check	Required
Travel	Yes, occasionally	Working with children check	Required

Who is the Centre for Evidence & Implementation (CEI)?

At CEI, we believe sound evidence and effective implementation have the power to solve our most pressing social problems. We work with policymakers, practitioners, organisational leaders, and funders – motivated by our mission to close the gap between what we know (from research) and what we do (in practice).

An independent not-for-profit organisation with offices Melbourne, Sydney, London, Singapore, and Oslo, we are passionate about using our expertise to improve the lives of children, families, and communities.

Our core areas of work encompass:

- Translating research into actionable insights.
- Implementing evidence into routine practice using implementation science.
- Rigorous evaluation of policies, practices, and programs.
- Fostering cultures that value evidence for tangible change.

To find out more about CEI, please visit www.ceiglobal.org

Role purpose

The Research Assistant's primary role is to contribute to the conduct of mixed methods program and system evaluation, implementation and evidence synthesis projects. The context of these projects will vary but are likely to relate to children/youth/family services, health, education and other social services.

The position is responsible for desk-based and fieldwork research that may include the collection of quantitative and qualitative data, data analysis, conducting literature and evidence reviews (screening, data extraction and providing summaries) and report writing. There will be other administrative and project support tasks, such as providing organisational support to implementation practice training and coaching, and assisting in the preparation of summaries, ethics submissions, presentations and funding proposals.

The Research Assistant will receive ongoing support and coaching from Advisors and Senior Advisors to develop skills and knowledge across a range of research methods and activities relevant to CEI's evaluation, implementation and evidence synthesis work.

Key areas of responsibility

The Research Assistant supports CEI's projects in Australia and globally through undertaking a range of research and project coordination tasks, under the direction of senior staff.

Specifically, the postholder will have the following responsibilities.

Project coordination and support

- Deliver projects, or components of projects, across research/evaluation, evidence synthesis and implementation science.
- Facilitate relationships with external stakeholders such as government policymakers, practitioners in the field, and other agency staff.
- Support business development and networking, carrying out background desk research and contributing to proposals.
- Support the organising of CEI events, workshops and training sessions.
- Provide administrative and project support to Project Managers and Directors, as needed.
- Establish, support and follow research and evaluation quality control processes, methods and guidelines.
- Work in an integrated way with others on CEI teams.
- Other duties, as required.

Health and safety requirements

- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace.
- Participate in, and contribute to, health and safety awareness and improvements.
- Comply with emergency evacuation procedures.
- Report all incidents, injuries and potential hazards in a timely manner.
- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures.

Key selection criteria

Essential skills and experience

- Familiarity with and proven aptitude for conducting quantitative and qualitative research (including data collection, analysis, report writing, and use of statistical analysis packages) – ideally with direct experience of all or some of these activities.
- Proven skills in systematically searching for and summarising research evidence.
- Demonstrated ability to carry out project work to a high standard within tight timelines.
- Proven ability to form positive relationships and work well with colleagues, practitioners and service users.
- Willingness and ability to expand your research skills and experience across substantive practice areas.
- Strong conceptual, analytical, problem-solving and organisational skills
- Strong written and verbal communication skills.

Desirable attributes

- Experience with, or awareness of, the Australian social service sector.
- Experience in writing for a range of audiences.
- Awareness of key principles and frameworks from implementation science.
- Knowledge of evaluation methodologies, frameworks and tools (financial/cost analysis skills are highly desirable).
- Experience in conducting and contributing to systematic reviews and meta-analyses.

Qualifications/accreditations

- An undergraduate degree in Psychology, Social Work, Health, Social Policy, Social Sciences or related disciplines.
- Postgraduate qualifications are also desirable.

Only applicants with the right to work in Australia will be considered.

Diversity and inclusion at CEI

Diversity and inclusion are fundamental to CEI's work. We are driven to improve outcomes for communities facing adversity through leveraging the best available evidence.

We actively seek and welcome applications from people with diverse backgrounds, and with lived experience of the social issues our work addresses and in the communities we aim to serve. We strongly encourage applications from Aboriginal and Torres Strait Islander people.



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Implementation



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