

Melbourne Graduate School of Education

Casual Research Assistant (Quantitative Analysis)

UOM CLASSIFICATION /SALARY	Casual Research Assistant – RA1-3. Applications are limited to Aboriginal and Torres Strait Islander peoples.
SUPERANNUATION	Employer contribution of 10%
WORKING HOURS	Approximately 15 hours per week ASAP to end of December 2021
BASIS OF EMPLOYMENT	Casual
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	A/Prof Amy Gullickson amy.gullickson@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, *Advancing Melbourne*, at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

MELBOURNE GRADUATE SCHOOL OF EDUCATION

The Melbourne Graduate School of Education (MGSE) fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society. We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession. MGSE stimulates learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities. We provide research leadership, setting the direction for high-impact, innovative and responsive research that addresses the pressing issues of our time. We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

CENTRE FOR PROGRAM EVALUATION

The Centre for Program Evaluation (CPE) is internationally recognised as a leading centre for excellence in program evaluation. CPE is situated within the Melbourne Graduate School of Education at The University of Melbourne. CPE is the only academic evaluation research and training centre in Australasia. The work of all staff at the Centre is underpinned by three interrelated strands of evaluation;

- Advancement of evaluation theory and methods
- Teaching evaluation
- Evaluation practice

CPE has a long history of undertaking projects for government departments, non-government organisations, academic institutions, and community-based agencies across a wide range of policy and program areas with a focus on education, health, social wellbeing, and community development.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

ABOUT THE ROLE

Position summary

We are looking for an Aboriginal and/or Torres Strait Islander team member to engage with us in delivering this evaluation of two programs offered by the University of Melbourne to Indigenous Higher Degree Research students and Early Career Researchers: the [Professional Certificate in Indigenous Research](#) and the [Graduate Certificate in Indigenous Research and Leadership](#).

This person's role will focus on data collection and analysis that employs Indigenous methodological approaches. There would be an opportunity to contribute to a research publication related to the evaluation. This role is an immediate start and would continue until the project concludes in December, with the option to continue via research and writing in early 2022.

Centre for Program Evaluation (CPE) is a research centre within MGSE focusing on evaluation education and practice. We have been teaching online since 2015 and working remotely since 2020. We excel at integrating new staff into our remote working environment and producing high quality research and evaluation for our clients. On this project you will work with senior investigator A/Prof Amy Gullickson, project manager Allison Clarke, and another ATSI research assistant.

Reporting line: A/Prof Amy Gullickson

No. of direct reports: 0

No. of indirect reports: 0

Core Accountabilities:

Depth and shape of role will be related to the experience and expertise of the successful applicant.

1.1 Your tasks and duties will include:

- ▶ Scheduling of qualitative data collection for yarning circles, interviews, and focus groups
- ▶ Analysis and synthesis of data collected in yarning circles, interviews, and focus groups
- ▶ Preparing reports for clients and stakeholders
- ▶ Attending regular team meetings
- ▶ Managing and tracking your time via Monday.com and submitting timecards via Themis.

1.2 Depending on experience and expertise of candidates, tasks may include:

- ▶ Organising and conducting yarning circles with Indigenous graduate research students and alumni of the course
- ▶ Conducting interviews with participants and stakeholders
- ▶ Literature review and analysis of program documentation
- ▶ Co-design and conduct of participatory data analysis
- ▶ Writing reports
- ▶ Writing articles for publication

1.3 Other Activities

- ▶ Provide updates to senior research staff on project progress.

SELECTION CRITERIA

Essential

This role is only available to Indigenous Australians

To be successful in this role, you will have:

1. A tertiary qualification;
2. Qualitative research skills (conducting interviews, analysing & synthesising qualitative data).
3. High motivation and reliability with strong time management skills;
4. Well-developed written and verbal communication skills;
5. Competence in the use of computer and software products (MS Office), particularly word processing and databases (e.g. Microsoft Excel). High level of professionalism, integrity, and sensitivity to confidentiality and privacy.
6. Attention to detail.

Desirable

You'd be an outstanding candidate if you have experience with any of the following:

1. Analysing and reporting research in and for Indigenous contexts

2. The conduct of research or evaluation projects with different stakeholders (i.e. community, government organisations);
3. Dynamic, project-based research and evaluation environments;
4. Mixed methods research skills;
5. Report writing for different audiences (policy, public and community);
6. Designing research or evaluation projects.
7. Conducting yarning circles virtually and/or as data collection
8. Survey software (e.g., Qualtrics, Survey Monkey or similar)
9. Qualitative and/or mixed-methods software (e.g., Dedoose or NVivo)
10. Participatory research and evaluation methods
11. Project management and/or project management software (e.g., Monday.com)

Other job-related information:

Special Requirements

- ▶ Must have right to work in Australia
- ▶ In this role, you can work remotely, with flexible hours and location. Actual hours per week may vary, will likely be between 1-2 days per week, depending on the tasks required.
- ▶ Employment in this position is conditional upon the adhering to the University's "fit and proper" checks where required and receipt of a valid Working with Children Check prior to commencement.