

## RESEARCH AND EVALUATION OFFICER (QUANTITATIVE METHODS)

**Position Description:** This position exists to support research and evaluation projects being undertaken by Relationships Australia NSW.

The role will conduct quantitative analysis of data and contribute to research and evaluation projects in general, through data collection, cleaning, storage, analysis, and report writing.

**Reports to:** Senior research and evaluation officer

**Position Type** Part time

**Position Liaises with:** General Manager: Quality, Outcomes and Research; research and evaluation team members; RANSW practice specialists; internal business analysts; and a range of internal and external stakeholders

**Location:** Central Office base (Macquarie Park) with work 'in the field'

### Core Responsibilities

- Under the direction of the senior research and evaluation officer, contribute to the implementation of program evaluations and research studies
- Conduct detailed quantitative analysis of research and evaluation data using Excel, SPSS, and other data analysis and survey building software
- Build and support positive relationships with key stakeholders within and external to RANSW
- Comply with Workplace Health and Safety in line with the organisation's Workplace Health and Safety Policy and procedures.

### Key Tasks

- Collate and clean data before conducting statistical analysis (including descriptive analysis, correlation, regression and variance)
- Undertake general research and evaluation activities including literature searches, data collection, data entry and reporting
- Present data clearly and creatively for reporting purposes to lay audience
- Produce plain English reports, summarising results and findings

- Maintain research and evaluation records including organising data sets, ensuring secure data storage and version control
- Work within organisational requirements in line with all policies and procedures.

### Key Competencies

- **Leadership** – ability to build strong relationships with the research team; establish credibility and respect amongst staff; demonstrate a high level of discretion and maintain strict confidentiality; demonstrate maturity and professionalism;
- **Interpersonal and Communication Skills** – ability to liaise effectively with a range of stakeholders; demonstrate initiative and adaptability when facing challenges; a high level of verbal and written skills
- **Knowledge** – quantitative research and evaluation methods; computer technology (in particular Excel and other Microsoft office programs and SPSS); understanding of research ethics;
- **Teamwork** – work collaboratively with the research and evaluation team to accomplish goals; seek to understand the varied work of other professionals within RANSW; understand and respond flexibly to challenges in collecting and analysing data in service delivery contexts; reinforce the RANSW values and vision.

### Qualifications / Experience

#### Essential

- Bachelor degree (AQF level 7) in social sciences, psychology, statistics, market research or similar, with significant exposure to quantitative research methods
- Confident in applying appropriate statistical techniques with survey data and outcomes data
- Demonstrated experience in managing client/participant data collection, storage and quantitative analysis
- Excellent written/verbal skills
- High levels of discretion and an understanding of research ethics

#### Desirable

- Academic research experience
- Understanding of issues for equity, diversity and inclusion in research
- Interest in the not-for profit human services sector