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| **JOB OVERVIEW** |
| **JOB TITLE**  | Research Consultant |
| **JOB LOCATION** | Noosa, Queensland or remote location in Australia |
| **HOURS OF WORK** | Full time, 5 days per week (potential for 4 days per week) |
| **JOB PURPOSE** | The Research Consultant is involved in the design and delivery of quantitative and qualitative research across communication, engagement and behaviour change projects for Social Deck clients.  |
| **TEAM** | Engagement and Research |
| **REPORTS TO** | Lead – Research  |

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| **POSITION DETAILS** |
| **PRIMARY ACCOUNTABILITIES**  | **Research and analysis*** Work across multiple projects to deliver end to end research activities (design, collection, analysis and reporting) on qualitative and quantitative projects.
* Design research tools and instruments including online surveys, questionnaires and discussion guides.
* Programme online surveys accurately and efficiently.
* Coordinate participant recruitment, including liaising with recruiters and panel services to gain appropriate representation and participation in research activities.
* Conduct in-depth interviews and facilitate small focus groups where required.
* Code and analyse datasets to identify themes and insights.
* Write clear and concise reports to provide recommendations and research outcomes.
* Provide advice on behaviour change theory and best-practice research methodology.

**Project and account management*** Work closely with the Research Lead to ensure the delivery of research elements of projects are completed on time and to a high standard.
* Communicate and coordinate with team members, contractors and external suppliers to provide updates and ensure successful delivery of projects.
* Support the account management of client projects, including liaising with clients from large government departments to small community organisations.
* Troubleshoot and problem solve both internally with the team and clients when needed.
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| **SUPPORTING ACCOUNTABILITIES** | As a small consultancy there is the need for team members to provide support across different functions to ensure the high level delivery of client projects and business development:**Business development** * Proactively identify and research business development opportunities.
* Support business growth including writing / contributing to proposals and tenders.
* Actively contribute to the efficient operation and optimal performance of the Social Deck, identifying opportunities for improvement and working with team members and Directors to implement changes.
* Cross-skill and/or undertake relevant professional development to maintain best practice industry knowledge and experience, and enhance Social Deck organisational capability.
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| **KEY SELECTION CRITIERA** | **Relevant skills, work experience & specialised knowledge** * Minimum 2-5 years professional experience in research.
* A Masters qualification in Market Research and/or Psychology.
* Intermediate knowledge of quantitative and/or qualitative research methods (design, collection, and analysis).
* Knowledge of behaviour change theories, models and techniques.
* Strong analytical, interpretation and writing skills, including demonstrated experience in transforming information into insights and recommendations.
* A demonstrated ability to develop and manage positive working relationships with a diverse range of internal and external stakeholders.
* Ability to deliver high quality work in a fast-paced and flexible consulting environment.
* Proficient in a range of IT platforms and tools, including Microsoft Office, SPSS, Qualtrics and MAXQDA.
* Current knowledge and experience in applying best practice accessibility (e.g. WCAG 2.1AA) and engagement (e.g. IAP2).
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