

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

POSITION DETAILS	
PRIMARY ACCOUNTABILITIES	<p>Research and analysis</p> <ul style="list-style-type: none"> • 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. <p>Project and account management</p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none">• 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.				
SUPPORTING ACCOUNTABILITIES	<p>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:</p> <p>Business development</p> <ul style="list-style-type: none">• 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.				
KEY SELECTION CRITERIA	<p>Relevant skills, work experience & specialised knowledge</p> <ul style="list-style-type: none">• 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).				
<table><tr><td>Position description – Research Consultant</td><td>Revision: 1</td><td>Issue Date: June 2022</td><td>Page 2 of 3</td></tr></table>		Position description – Research Consultant	Revision: 1	Issue Date: June 2022	Page 2 of 3
Position description – Research Consultant	Revision: 1	Issue Date: June 2022	Page 2 of 3		

