POSITION SUMMARY
The Research Officer will contribute to the work of the Office of the Director, Student Life and Learning, by assisting with the design and implementation of upcoming research projects. The role will primarily focus on quantitative research methodologies, but will also comprise qualitative research, and assisting with the communication and dissemination of the findings.

ORGANISATIONAL ENVIRONMENT
Overview of the Divisional Work Unit

UNSW Australia is one of the country's leading research and teaching universities. Established in 1949, it is ranked among the top 50 universities in the world, renowned for the quality of its graduates and its world class research. With more than 50,000 students from over 120 countries, it is one of Australia's most cosmopolitan universities.

The main UNSW campus is located on a 38-hectare site at Kensington, seven kilometres from the centre of Sydney. Other major campuses are UNSW Art & Design in the Sydney suburb of Paddington and UNSW Canberra at the Australia Defence Force Academy. In addition to UNSW Canberra at ADFA, UNSW has eight Faculties - Art & Design; Arts & Social Sciences; Built Environment; Business School; Engineering; Law; Medicine; and Science – which offer an extensive range of undergraduate, postgraduate and research programs.

At the centre of the university's endeavours is a commitment to ensuring a positive and valuable student experience. The Division of Student Life and Learning has responsibility for a range of programs, services and initiatives to ensure students feel well-supported, have a strong connection to the UNSW community and can engage in activities that complement their study programs.

The multi-disciplinary team of the Office of the Director, Student Life and Learning, work to deliver a range of projects that support the student experience across the student life cycle, especially those related to the social inclusion and participation agenda.
Statistics
International students: 13,094
Commencing students: 12,690
Total enrolled students: 50,516

Reporting Relationships

**Supervisor's title:** Senior Project Officer (Student Life and Learning)

**Other positions reporting to the supervisor:** Project Officer (Student Life and Learning)

**Positions reporting to this position:** None

**Other relationships:** The Research Officer will work collaboratively with other staff within the Office of the Director, Student Life and Learning, and with other teams across the Student Life and Learning portfolio.

**KEY DUTIES & RESPONSIBILITIES**

- Assist with the design and implementation of appropriate quantitative research practices – including collation, analysis and interpretation of large datasets, and statistical analysis of data using multiple tools and methodologies
- Assist with qualitative research methods including: surveys, focus groups and interviews
- Iterate research practices and methodologies by responding to research findings
- Contribute to the preparation of research papers, manuscripts, abstracts and conference proceedings
- Undertake additional relevant responsibilities and duties as required by the Director, Student Life and Learning
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**SELECTION CRITERIA**

**Essential**

- A degree in statistics or a related area, or an equivalent level of knowledge gained through a combination of education, training and/or experience
- Experience in designing and implementing quantitative research projects
- Experience in collation, analysis and interpretation of large datasets, and statistical analysis of data using multiple tools and methodologies
- Demonstrated ability to modify and improve research methodologies to achieve successful outcomes
• Well-developed written and oral communication skills, including experience writing reports and communicating technical information
• Demonstrated ability to work both within a team and with minimal supervision
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Desirable
• Experience working on research projects in a University setting
• Experience with the statistical packages SAS Enterprise Guide and SPSS
• Experience in conducting qualitative research using survey, focus group and interview methodologies
• Expertise in management of data and analysis systems, including system setup

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.