

The Research Officer will report to the appropriate Principal Investigator and the Project Manager for the project(s) they are working on.

### Responsibilities

Working in collaboration with the Principal Investigator and the Project Manager, the specific responsibilities of a Research Officer could include:

- Reviewing Literature
- Undertaking data collection and facilitating data collection processes - includes developing databases of research participants; ethics application; setting up and undertaking interviews/focus groups/surveys (depending on methodology employed for study), organizing and cleaning data, etc)
- Assisting with data analysis and reporting
- Working with Principal Investigator on dissemination strategies
- Other duties as required

Research Officers will be required to work with the Project Manager in the following ways:

- Reporting to core Project Manager on project status
- Monitoring project budget and reporting finance status to Project Manager
- Other duties as required

### Requirements

- A degree in the humanities / arts and social sciences
- Good team, report writing, communication, administrative and project management skills
- Ability to work independently and as a team are key
- A strong interest in research and the field of adult and continuing education

- Relevant research experience especially in qualitative and quantitative research design preferred