



# Job Description Research Officer North Metropolitan TAFE Level 3

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<b>Position Number:</b>	10000207	<b>FTE:</b>	1.0
<b>Division</b>	Organisational Services	<b>Agreement/Award:</b>	Government Officers Salaries, Allowances and Conditions Award
<b>Branch:</b>	Planning and Evaluation		Public Service and Government Officers General Agreement 2014
<b>Location:</b>	Joondalup		or as replaced

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## Reporting Relationships

### *Reports to:*

Planning and Evaluation Consultant, Level 6

### *Other officers reporting to the above office:*

Planning and Evaluation Officer, Level 2

### *This Office – officers under direct responsibility*

Nil

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## Key Role Statement

The Research Officer assists the College's planning, reporting, research and survey activities. The position is required to collect, analyse and report on various local, state and national datasets trends in Vocational and Educational Training, Government legislation and labour market conditions.

Working with the College's academic portfolios, the Research officer will also assist in the provision of data for inclusion in business case development and as required for special reports.

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## Key Responsibilities

- Coordinates analyses and reports on college, state and national VET quality surveys and projects.
  - Contributes to the development of survey tools as required.
  - Assists in the collection and analysis of quantitative and qualitative data.
  - Assists in the development and review of the college plans and reports..
  - Assists in the development of performance reports on achievement against the strategic plan.
  - Assists with the research and preparation of information, reports and presentations on key issues concerning VET policies and initiatives.
  - Maintains the Planning and Evaluation intranet site.
  - Assists in conducting focus groups and interviews as required.
  - Provides assistance to academic portfolios and other departments as required by the Planning and Evaluation Consultant.
  - Undertakes other duties as required.
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**Selection Criteria****Essential** (maximum of 5)

- Demonstrated applied research skills and experience.
- Good written and verbal communication skills
- Strong organisational skills with the ability to meet competing timelines.
- Demonstrated computer literacy skills, including the ability to use spreadsheets, databases and word processing applications.
- Demonstrated ability to use initiative and work autonomously

**Other Requirements**

- May be required to work from any college campus.

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**CERTIFICATION**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:	Daniel Devellerez	Name:	Michelle Hoad
Date:	14 February 2019	Date:	14 February 2019