

## JOB DESCRIPTION

<b>Position title</b>	Research Officer
<b>Reports to</b>	Senior Research Officer/GM
<b>Direct reports</b>	NIL
<b>Prerequisite role</b>	NIL

### JOB PURPOSE

The Research Officer role undertakes research related to the identifying the current and future vocational skills needs of the industries that AIS supports, as a Skills Service Organisation. Using research and analysis skills and techniques, and high-level writing skills, this role supports the development of high quality, evidence based reports, papers, and submissions for a range of audiences in an appropriate style.

Reporting to the Senior Research Officer or GM, the Research Officer works as part of a dynamic team of professionals, committed to supporting skills development initiatives for the Australian workforce.

### KEY ACCOUNTABILITIES

#### Primary Tasks

- Undertake industry intelligence gathering and research activities under direction
- Undertake high-quality investigation, analysis and reporting
- Develop reports, papers and submissions required to inform AIS business needs
- Support the team in the development of intelligence collection and monitoring systems
- Perform regular environmental scans, and provide reports which maintain corporate knowledge of skills related issues in the industries AIS supports
- Maintain a research library of relevant information to support the provision of high-quality information to our allocated IRCs, and the business as required
- Proactively identifying areas where research can support AIS outcomes

#### Secondary Tasks

- Other related duties as directed by your Direct Line Manager or AIS Executives

#### Role Authority

- NIL

### QUALIFICATIONS, EXPERIENCE & SKILLS

- Experienced in developing and undertaking research projects, along with demonstrated high level writing skills, for example, preparation of research reports, literature reviews and/or other publications.
- Demonstrated experience in the research and analysis of industry skills requirements, or other relevant experience.

- An understanding of Vocational Education and Training (VET) (not essential)
- Applied project development, planning and reporting experience inclusive
- Demonstrated proficiency in Microsoft Office, SharePoint, and collating research sources (use of Mendeley or equivalent)

### ESSENTIAL ATTRIBUTES

- Highly developed interpersonal, written and oral communication skills including consultation skills demonstrated in dealing with internal and external stakeholders to achieve team and organisational goals.
- Ability to present complex information in a meaningful way both visually and through written communications and reports, considering the needs of the audience.
- Displays flexibility and responsiveness and has the initiative, attitude and ability to thrive within a dynamic challenging and changing environment.
- Strong critical thinking skills and judgement as well as the ability to provide evidence-based input to all levels of the business.
- Team player with proven ability to work both autonomously and collaboratively

### DESIRABLE ATTRIBUTES



- Have excellent time management skills and ability to multitask
- Be able to research information and turn them into 'Briefs' promptly, often at short notice.
- Ability and willingness to learn and understand data
- Ability to proofread and interpret qualitative data

### ROLE APPROVALS AND DELEGATIONS

The role includes the following approvals and delegations:

- NIL

### APPROVALS

Last Modified	Approver Name	Position Title	Signature	Date Approved
07.12.2021	Eva Hage	GM Strategy and Engagement		
07.12.2021	Paul Walsh	Chief Executive Officer		07.12.2021

### EMPLOYEE ACCEPTANCE

<b>Date</b>	<b>Employee Name</b>	<b>Employee Signature</b>	<b>Manager Name</b>	<b>Manager Signature</b>