

Role Statement

Role:	Research Assistant
Reports to:	Monitoring & Evaluation Manager
Location:	Alexandria, Sydney or Perth, Western Australia
Employment Status:	Full-time
Probationary Period:	Six months

Position Purpose

This role is essential to support the Monitoring and Evaluation team to collect, enter, analyse and interpret data across Aurora's programs and to undertake research tasks to support the continuous improvement of Aurora's programs.

Responsibilities & Key Activities

- Undertake data collection and data entry for the Monitoring and Evaluation team
- Facilitate data collection 'field work' such as interviews and focus groups
- Support data collection activities such as survey administration and formal data requests from government agencies
- Review and auditing of Aurora's CRM database data to ensure accuracy, consistency, and completeness of information
- Support program staff to undertake data collection and data entry
- Undertake desktop research tasks such as literature reviews

Cultural Safety

- Comply with cultural safety principles about overcoming the cultural power imbalances of places, people and policies to contribute to improvements in Aboriginal and Torres Strait Islander education. This includes:
 - Continuously growing and applying understandings of Aboriginal and Torres Strait Islander cultures;
 - Actively reflecting critically on the potential for one's own unconscious bias;
 - Continuously supporting reform (internally and externally) to ensure procedures, process and program practices are culturally safe.

Child Safety / Working with Vulnerable People

- Comply with the National Child Safety, Code of Conduct and Procedure.
- Provide a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people associated with the program.
- Interact with children and young people in ways which are positive and safe.
- When required, provide adequate care and supervision of children and young people associated with the program.
- Act as a positive role model for children and young people.
- Report to an appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

Organisational Participation

- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Contribute to the smooth running of the office by undertaking general administrative duties, as requested.
- Provide regular reporting as required.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Aurora's policies and procedures.
- Undertake other responsibilities and duties within the scope of this role, as directed.