

POSITION DESCRIPTION: Senior Research Adviser

Position Purpose	<p>The Senior Research Adviser undertakes and supports research across CPRC, helping the whole organisation to better understand the experience and needs of consumers. This role will:</p> <ul style="list-style-type: none"> • Support others at CPRC to undertake research by providing guidance on methodologies, analysis and ethics. • Conduct research into key consumer issues as identified by the CPRC workplan.
Reports to	Deputy CEO

What You Do:

Accountability	Weight (of 100%)	Activity	What does success look like?
Research support and leadership	25%	<ul style="list-style-type: none"> • Work with team members on research products and provide advice on methodological approach, analysis and findings. • Develop and maintain CPRC's research processes and protocols including CPRC's ethics process and data management approach. • Advise on quality of research being delivered by external contractors and partners, such as survey panel providers or academic research partners. 	<ul style="list-style-type: none"> • CPRC delivers quality research products • CPRC uses its limited resources well by using right-sized processes that support the work
Research practice	50%	<ul style="list-style-type: none"> • Develop and deliver long-term ongoing research projects, including CPRC's Victorian Consumer survey. • Conduct research to understand consumer problems and test policy solutions. • Collaborate with the team to identify how research can best support current and emerging policy discussions. 	<ul style="list-style-type: none"> • CPRC research contributes to change that benefits consumers. • Research outputs are delivered on time and at a high quality.
Research translation	15%	<ul style="list-style-type: none"> • Support building and maintaining CPRC's relationships with external experts, identifying groups CPRC can work with and learn from. • Support the other members of the team by translating research findings into clear presentations for external stakeholders, particularly governments, departments and other not-for-profits. 	<ul style="list-style-type: none"> • CPRC maintains and grows its relationships with relevant academics. • CPRC's research findings are used by others because they're presented in clear and compelling formats.

Other tasks as required	10%	<p>As a small organisation, we often require your advice or help on other activities to help us reach our goals. This could include:</p> <ul style="list-style-type: none"> • Contributing to discussions about CPRC’s strategy and priorities. • Assisting with reporting to funders. • General administration 	
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PERSON SPECIFICATION:

Essential	Desirable
<ul style="list-style-type: none"> • Confident researcher with experience designing and executing research projects. You will understand how to apply a range of methodologies to research problems in creative ways. • Able to deliver research projects. You will have the skills to undertake research using at least one of the following methodologies: <ul style="list-style-type: none"> ○ Survey design and analysis ○ Qualitative methods such as interviews or focus groups ○ Modelling or statistical analysis ○ UX research methods such as customer journey mapping or process mapping • Strong understanding of research ethics, able to provide practical advice on how to manage risks when conducting research work. • Understanding of research for practical outcomes. Some experience producing research for clients, partners or inquiries that has required connecting findings to recommendations for improvement or change. • Clear communicator. You are a clear and engaging writer. Your writing has few to no errors. • Collaborator: you enjoy bringing people together to solve problems. • Practical: able to balance the need for quality research outputs with resource or time constraints, identifying and negotiating options. • Proactive and self-directed style. You’ll be comfortable working in a small team and interested in continuing our supportive and collaborative culture. • Interest in CPRC’s mission. You want to work at a not-for-profit think tank that develops ideas to make markets fairer for consumers. 	<ul style="list-style-type: none"> • Knowledge of or experience with researching consumer problems or an interest in learning about this field. • Experience conducting research with vulnerable participants. • Confident verbal communicator, able to present research findings in public forums.