

RESEARCH ANALYST

1. Purpose of Position

The role of the Research Analyst is primarily to assist Senior Fellows in the completion of research projects including carrying out research and the dissemination of the findings.

The Research Analyst will be able to communicate and work well with others and contribute to a relaxed but vibrant office culture. They will have great interpersonal skills, be able to prioritise their workload and show initiative.

2. Working Relationships

The Research Analyst will:

- Be accountable to Senior Fellows in charge of their project(s)
- Maintain effective working relationship with Senior Fellows, other Research Analysts and collaborators.
- Interact with other researchers and policy makers to discuss research findings.

3. Performance Measures

Performance will be assessed in relation to achievement of key result areas, key tasks and competencies.

4. Key Result Areas

Research

Provide research assistance to Senior Fellows and collaborators.

Key Tasks

- Survey literature and policy documents to support research findings.
- Collect and manage data from a variety of sources including publicly available and confidential data.
- Carry out qualitative and quantitative analysis using various software packages.
- Provide input into the project design and problem solving process.
- Work as part of a team to complete a task.

Dissemination of Research

Assist in the dissemination of research findings to policy makers and other researchers.

Key Tasks

- Write research papers.
- Give presentations at conferences and workshops
- Assist in the organization of some workshops/meetings

Policy Awareness

Understand the link between the research that is being carried out and current policy issues.

Key Tasks

- Identify related policy issues
- Be able to discuss research findings in the context of current policy issues including to policy makers.

Other duties as requested