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# Job Description

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| **Job Title:** | Research Officer |
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| **Department:** | School of Management |
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| **Campus/Location:** | Manawatū |
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| **Purpose statement:** | To provide research assistance on a number of research projects in a variety of research-related tasks while ensuring work is of the highest standard consistent with Massey University policies and procedures. |
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| **Responsible to:** | Associate Head of School  |
| **Reports to:** | Te Au Rangahau Codirectors  |
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| **Term** | 6-months full time from date of appointment. |
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| **Key responsibilities:** |
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| Research1. Undertake and contribute to research for assigned projects. This includes:
	1. Literature reviews (searching and summarising information, use of Endnote);
	2. Data collection (conducting interviews and/or survey design and administration);
	3. Analysis of research findings and writing up results into high quality research reports.
2. Contributing to the development of research proposals for funding and project reporting;
3. Preparing general communication on research progress and outcomes.

Service to the Community1. Participate in community service activities that support the kaupapa of Te Au Rangahau;
2. Assist in organising and arranging stakeholder engagement events and activities.

University responsibilities1. Assist Massey University to give effect to its obligations under the Treaty of Waitangi;
2. Ensure observance of university policy and codes of practice in all activities;
3. Contribute to the development of a working environment of teamwork and cooperation.
4. Any other duties as required by the Associate Head of School.
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**Person Specification**

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| **Qualifications:** |
| Relevant masters or PhD qualification and demonstrated research expertise. |
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| **Experience:** |
| Previous research experience in a tertiary education or private sector environment; andPrevious experience in business, community or academic organisations. |
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| **Skills, Knowledge, Abilities, Personal Attributes, Behaviours, Competencies:** |
| * High degree of integrity, openness, flexibility and consideration for oneself and others
* Knowledge of and affinity for te ao Māori, tikanga Māori and te reo Māori
* An ability to conduct research in a culturally appropriate and efficient matter
* An ability to write well, clearly and efficiently for a variety of audiences
* Attention to detail and care in the quality of written work
* An ability to interact positively and appropriately with a variety of people in different settings
* An ability to work in teams and independently, quickly and efficiently on assigned tasks
* Sound knowledge and skills in MS-Office: Outlook, Word, Excel and Powerpoint
* Sound qualitative and/or quantitative research skills
* Knowledge and skills in the use of general office systems (copiers, printing, online files).
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| **Additional Pre-employment Checks:** |
| Referees as requested will be contacted. |