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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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| Research   1. 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 Community   1. 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 responsibilities   1. 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. | |

**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; and  Previous 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. |