



## THE BUTTERY

**ROLE TITLE: Part-time Research Officer**

**LOCATION: Binna Burra**

**About the role:** As a Research Officer with us you will get to initiate and implement manage our new Research and Evaluation Project. The project aims to set up and support a new Research and Evaluation Committee. This cross-organisational committee will be established to oversee and guide research and evaluation initiatives and ensure best practice. Their work will impact policy and practice and influence the future direction and planning of our programs.

Along with Committee members, you will be able to avail yourself of training from the University of Queensland, and undertakes duties such as psychological research, literature reviews, development of survey instruments, data analysis, qualitative data analysis, data interpretation and report writing.

You will also get to support other teams across the organisation by providing advice and support to undertake various quantitative and qualitative research projects.

**Hours and location:** This is a hybrid role working from home and at head office in Binna Burra. The hours are 14 per week and days are flexible. The role is funded to 30th June 2025.

### About you: Selection Criteria

#### Qualifications

1. Bachelor's degree or higher in Psychology, Sociology, Social Science or a related discipline
2. Licences and checks: A current Driver's Licence, COVID vaccination, satisfactory current Criminal Record Check and Working with Children Check and a First Aid certificate are mandatory prior to commencement.

#### Experience

3. At least 12 months experience in a research environment with an understanding of research methodologies in the social sciences
4. Experience with project management in a community services or research environment.
5. The ability to contribute to the development of research and consultation processes including the design, data collection and analysis of data.
6. Demonstrated ability to prepare high quality written materials including reports, briefing papers and correspondence
7. Significant experience supporting teams to reach goals and managing stakeholders  
Demonstrated proficiency using the Microsoft suite, a variety of databases and video conferencing tools such as Zoom/Teams/Health Direct

### What's good about working with us

- ✓ Flexible working solutions to support work-life balance. Depending on the role, we support a hybrid work environment and staff work face-to-face, in offices or from home.
- ✓ 6 weeks paid annual leave weeks (pro rata) is provided to spend more time on holiday.
- ✓ Internal opportunities to transfer and work in other programs.
- ✓ Training and development opportunities.
- ✓ Access to external clinical supervision for direct service staff.
- ✓ Employee Assistance Program free to staff and their immediate family includes access to an online wellbeing platform
- ✓ Salary sacrifice benefits allow a 6-12% increase in take home pay. Staff receive an ATO-approved incentive and can access 15,899 of tax-free salary to pay a mortgage, rent, loan, credit card or school fees.
- ✓ A \$2,650 meal and accommodation card.
- ✓ The ability to package computer, phone, or novated vehicle lease costs.

### Find out more:

For a position description, see <https://www.buttery.org.au/employment-opportunities>

For any other queries, please contact [recruitment@buttery.org.au](mailto:recruitment@buttery.org.au)

This role will be remunerated at SCHCDS Level 4.1 \$41.52ph with access to salary packaging to potentially increase your take home pay.

**How to apply:** Please email your resume and a cover letter addressing the selection criteria to [recruitment@buttery.org.au](mailto:recruitment@buttery.org.au) In your cover letter, please use each of the selection criteria above as a heading and write a brief paragraph under each one addressing it.

**Closing date:** We will be processing applications every few days and will make offers as soon as a suitable applicant is found.