

August 2024

Senior Research Assistant (Singapore)

Job description

	Reporting to	Advisor/Principal Advisor	Work location	Singapore
	Contract length	24 months, with possibility for extension (incl. 6-month probation)	Time fraction	1 FTE
	Salary	Competitive salary reflective of skills and experience	Direct reports	None
	Benefits	4 weeks' annual leave, plus 5 days' company leave 1 month performance bonus 14 days' medical leave plus 46 days' hospitalisation leave Up to SG \$3,700 health benefits (all benefits pro rata)	Working relationships	Internal: working closely with CEI staff across projects External: working closely with stakeholders, agency, government, and philanthropic partners.
	Assets	Laptop/computer, mobile phone	Criminal record check	Required
	Travel	Locally in Singapore	Working with children check	Required

Who is the Centre for Evidence & Implementation (CEI)?

At CEI, we believe sound evidence and effective implementation have the power to solve our most pressing social problems. We work with policymakers, practitioners, organisational leaders, and funders – motivated by our mission to close the gap between what we know (from research) and what we do (in practice).

An independent not-for-profit organisation with offices Melbourne, Sydney, London, Singapore, and Oslo, we are passionate about using our expertise to improve the lives of children, families, and communities.

Our core areas of work encompass:

- Translating research into actionable insights.
- Implementing evidence into routine practice using implementation science.
- Rigorous evaluation of policies, practices, and programmes.
- Fostering cultures that value evidence for tangible change.

To find out more about CEI, please visit www.ceiglobal.org

Role purpose

The primary role of the Senior Research Assistant is to contribute to the conduct of mixed-methods program and system evaluation, implementation and evidence synthesis projects. While the context of these projects varies, most relate to children/youth/family services, health, education, and other social services.

The role is responsible for desk-based and fieldwork research, which may include collection of quantitative and qualitative data, data analysis, conducting literature and evidence reviews (screening, data extraction and providing summaries) and report writing. There will be other administrative and project support tasks required, such as assisting in the preparation of summaries, ethics submissions, presentations and funding proposals.

The Senior Research Assistant receives ongoing support and coaching to support skill development and knowledge-building across a range of research methods and activities relevant to CEI's evaluation, implementation and evidence synthesis work.

Key areas of responsibility

The Senior Research Assistant supports CEI's projects in Singapore and globally, through undertaking a range of research and project coordination tasks, under the direction of senior staff.

Specifically, the postholder will have the following responsibilities.

Project coordination and support

- Deliver projects, or components of projects, across research/evaluation, evidence synthesis and implementation science.
- Facilitate relationships with external stakeholders, such as government policymakers, practitioners in the field, and other agency staff.
- Support business development and networking, carrying out background desk research and contributing to proposals.
- Support the organisation of CEI events, workshops, and training events.
- Provide administrative and project support to Project Managers and Directors, as needed.
- Establish, support, and follow research and evaluation quality control processes, methods, and guidelines.
- Work in an integrated way with others on CEI teams.
- Other duties, as required.

Health and safety requirements

- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace.
- Participate in, and contribute to, health and safety awareness and improvements.
- Comply with emergency evacuation procedures.
- Report all incidents, injuries, and potential hazards in a timely manner.
- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures.

Key selection criteria

The ideal candidate will have strong expertise in evaluation and research methods, with capacity to translate findings into feasible actions for real-world implementation. They will be passionate about and committed to using their skills to improve policy and service delivery that affects people's lives. They will find CEI to be a highly motivational and energising environment, providing exposure to a wide range of ideas and opportunities, with a supportive culture that embraces social justice, diversity, exceptional quality standards, hard work, and fun. CEI is a learning environment committed to professional development and growth for all team members.

Essential skills and experience

- Demonstrated skills in:
 - undertaking research activities using quantitative and/or qualitative approaches such as: data collection, data analysis, synthesising and analysing findings, writing up findings and developing reports, and literature reviews.
 - using technology, particularly the Microsoft Office Suite.
- Proven ability to produce high-quality work in tight timeframes.
- Proven ability to form positive working relationships and collaborate well in teams, as well as forming positive relationships with practitioners and service users.
- Willingness and ability to expand your research skills and experience across substantive practice areas.
- Strong written and verbal communication skills.
- Strong conceptual, analytical, problem-solving, and organisational skills.

Personal

- Demonstrated high personal productivity and drive.
- Demonstrated ability to show initiative and solve problems.
- Demonstrated enthusiasm for expanding skills in research and evaluation.
- Strong sense of social justice, professional ethics, and commitment to evidence-based practice.
- A willingness to work independently in a fast-paced environment and manage your work to meet deadlines.
- A willingness to work flexibly and adaptably.

Qualifications

- At least 2 years of relevant work experience.
- A minimum of an undergraduate degree in Psychology, Social Sciences, Education, Social Work, Health, Social Policy or related disciplines. Postgraduate qualifications will be well-regarded.

Desirable

- Knowledge of and experience in applying research methods (including for systematic reviews, evaluations, population surveys).
- Experience working in similar roles, such as research assistant, research project support, or market research.
- Experience using specialised research software (e.g., Dedoose, Qualtrics, R, SPSS, Jamovi, Mendeley).
- Experience in writing for a range of audiences.
- Strong academic record.
- Awareness of key principles and frameworks in implementation science.

Only applicants with the right to work in Singapore will be considered.

Diversity and inclusion at CEI

Diversity and inclusion are fundamental to CEI's work. We are driven to improve outcomes for communities facing adversity through leveraging the best available evidence. We actively seek and welcome applications from people with diverse backgrounds, and with lived experience of the social issues our work addresses, and in the communities, we aim to serve.



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