

Research and Administration Officer

Salary: \$42,500 – \$47,500 pa

Positive Solutions is a Brisbane-based consulting practice operating throughout Australia and internationally. We specialise in consultancy, training and organisational development in the creative and non-profit sectors. Our clients include all levels of government, independent non-profit organisations, and commercial clients.

Our services include, amongst others, research to inform Government policy, facilities developments in the cultural sector, art commissioning and public art projects, and training and organisational development for cultural and non-profit organisations.

We are seeking a Research and Administration Officer to provide substantial project research support, administration and event co-ordination in our office in Kangaroo Point. The position is full time, however, some flexibility may be available for the right candidate.

Duty Statement

Purpose of job: To undertake quality desk-based and primary research, under the guidance of Positive Solutions Directors, to inform project outcomes and recommendations. Research tasks will include benchmarking research, stakeholder surveying and analysis and stakeholder interviewing. Additional responsibilities include advanced desktop publishing, co-ordination of events such as workshops, focus groups and seminars and making travel arrangements.

Responsible to: Office Manager and Positive Solutions' Directors

Responsibilities:

- Web-based research and literature reviews
- Undertake telephone interviews with stakeholders and produce interview reports
- Maintain project files, research materials and library
- Administer distribution, collection and analysis of research surveys and ensure high response rates to surveys by undertaking adequate marketing and follow-up
- Organise interviews, group discussions, workshops, events and other forms of consultation as directed, including managing location, catering, invitations and RSVPS, technical equipment and materials
- Manage telephone enquiries and liaise with clients and other high level stakeholders as required
- Use the Microsoft Office suite of programs to format and publish reports and presentations to a high standard and ensure documents are produced in accordance with the Company style guide
- Organise flight bookings and accommodation for Company Directors and consultants
- Provide general administrative and business support

- Selection Criteria**
- Knowledge of the arts and cultural sector or the not-for-profit sector
 - High level research, communication and writing skills
 - Ability to handle multiple projects and tasks and work to deadlines
 - IT literate – familiar with word-processing, spreadsheet, database and presentation packages
 - Proven attention to detail
 - Enthusiasm, initiative and the ability to work independently and as part of a small dedicated team
 - Event co-ordination experience
- Qualifications**
- Tertiary degree in the arts or extensive relevant experience

Applications

Applications by email or post should take the form of a full CV, with a covering letter explaining your reasons for applying, and a short address to the candidate specifications listed above. Contact details for three referees should be provided, none of whom will be contacted without the candidate's consent.

Applications, **closing Friday 23rd July 2010**, should be addressed to:

Megan McCormack
Positive Solutions
PO Box 765
New Farm QLD 4005
Ph: 07 3891 3872
Email: info@positive-solutions.com.au.

If you wish to discuss any aspect of this post, please contact Megan McCormack on 07 3891 3872.

For further information about Positive Solutions' work please refer to our website www.positive-solutions.com.au