

Research And Project Officer

Part-time or Contract (8-16 hours per week)

Pro Rata \$75,000 per annum (negotiable)

ABOUT US

Positive Solutions is a leading Brisbane-based consulting practice operating throughout Australia and internationally. Much of our Australian work is focused in Queensland, Victoria and New South Wales. Most of our overseas work has been in New Zealand and Hong Kong. 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 research to inform Government policy, facilities developments in the cultural sector, and training and organisational development for cultural and non-profit organisations. Positive Solutions also provides office and secretariat support to BoardConnect, a national service to support the boards of non-profit organisations, and occasionally provides office support services to other organisations.

POSITION DESCRIPTION

The successful candidate will undertake research to meet the requirements of our consulting projects and assist in preparing and drafting reports and proposals. You will also be required to provide support for project and company administration and logistics when necessary. The Positive Solutions office is located in Ashgrove, Brisbane, with work from home arrangements negotiated.

KEY RESPONSIBILITIES

- > Contribute to report/tender writing and development of deliverables on select projects.
- > Undertake desk-based and primary research, including benchmarking research, policy reviews and phone interviews
- > Report and Presentation design and quality control - prepare, format and publish reports and presentations to a high standard and in accordance with the Company style guide.

SKILLS AND EXPERIENCE

Essential Selection Criteria

- > Strong written and verbal communication skills, including writing, research, editing and proofreading skills, and proven ability to effectively liaise with clients and stakeholders.
- > Understanding of or interest in the arts and cultural sector
- > Project management experience including demonstrated ability to meet deadlines and progress tasks across multiple concurrent projects
- > Computer literate with advanced skills in Microsoft Office Word, Excel and PowerPoint and basic skills in Adobe InDesign and Acrobat Pro
- > Attention to detail, the ability to take direction, and give and receive feedback to achieve high quality performance standards

Desirable

- > Tertiary education
- > Experience managing an office space, including staff coordination, and troubleshooting IT issues
- > Experience with web-based platforms including WordPress, Survey Monkey, Mailchimp and Social Media (Facebook, Instagram, LinkedIn)
- > Bookkeeping skills and experience using Xero or similar software

The Research and Project Support role provides the opportunity to work on a wide range of interesting projects in a small team environment.

To apply, please email a brief cover letter, CV, statement addressing the selection criteria (max 2 pages), and two professional references to info@positive-solutions.com.au by **5:00pm Monday 9th September 2019**.