

Research Assistant

Position Description

Reporting to:	Senior Advisor	Work location:	Singapore
Salary:	TBD	Time fraction:	1 FTE
Contract length:	2 years with 6-month probationary period	Direct reports:	None
Travel:	Infrequent, in Southeast Asia	Assets:	Laptop, mobile phone
Driver's License Required:	No	Working with Children Check:	N/A

About the Centre for Evidence and Implementation (CEI)

CEI envisions a world where people can improve their lives through support that is equitable and effective. We are a global, for-purpose evidence intermediary and advisory organisation dedicated to using the best evidence in practice and policy to improve the lives of people facing adversity. Established in Australia in 2016, CEI is a multi-disciplinary team across four offices in Singapore, Melbourne, Sydney, London, and Oslo. We work with our [partners](#), including policymakers, governments, practitioners, programme providers, organisation leaders, and funders in [four key areas of work](#):

- Understanding and making sense of the evidence base
- Generating evidence through trialling, testing, and evaluating policies and programmes to drive more effective decisions and deliver better outcomes.
- Developing methods and processes to get high quality evidence into policy and practice.
- Building cultures for evidence use

Evidence-based decision making is only as good as the evidence it uses and how well that evidence is implemented. CEI:

- Uses rigorous methods. CEI is committed to the use of high-quality scientific research, best practice, and rigorous academic methods in our work.
- Is independent. Our work is unbiased, transparent, and reliable.
- Values collaboration. CEI brings strong networks within academia and draws on the expertise of a global network of collaborators to inform our work.
- Focuses on making change in the real world. We put a strong emphasis on using our skills in implementation science to strengthen the uptake of evidence.

Position Overview

The primary role of the Research Assistant is to contribute to the conduct of research projects. We are a client-focused advisory organisation delivering strategic projects on behalf of some of Singapore and the region's most innovative and forward-thinking government agencies, philanthropies and social sector agencies. Our projects are highly varied and require teams that work creatively under pressure to deliver great results of the highest quality standards.

The suitable candidate 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, exceptional quality standards, hard work, and fun. CEI is a learning environment committed to professional development and growth for all team members.

This Research Assistant will play a vital role in projects, undertaking the collection of quantitative and qualitative data, undertaking data analysis, conducting literature searches, and participating in systematic and rapid reviews (screening, data extraction and providing summaries). Mandarin fluency will be important for this research role.

The role may include other administrative and project support tasks such as assisting in the preparation of reports, presentations and funding proposals and the organisation of events. As a member of a global organisation, there may be occasions when work and meetings will be conducted outside regular business hours, and this role may involve working on projects and initiatives across CEI's offices, i.e., with UK based or Australian teams and supporting projects virtually.

Key Areas of Accountability

Research and evaluation

- Deliver components of projects across quantitative and qualitative research/evaluation and evidence review and synthesis
- Summarise, synthesise, and make sense of research findings and project insights
- Develop reports and analysis based on research or project insights and activities
- Prepare and deliver presentations of research findings, project insights and activities
- Support and follow research and evaluation quality control processes, including preparing ethics applications

Project support

- Provide basic administrative support to projects
- Facilitate relationships with external stakeholders such as clients and service users, including through supporting effective meetings

Organisational support

- Support business development and networking, carrying out background desk research, searching tender/grant opportunities and contributing to funding proposals.
- Support the organisation of CEI events

Project coordination

- Work collaboratively with teams across CEI's global offices on projects and proposals
- Provide administrative support to projects
- Facilitate relationships with external stakeholders such as service users, practitioners and other agency staff
- 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 measure

Key Selection Criteria

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 in English and Mandarin
- 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

- Minimally, an undergraduate degree in psychology, social sciences, education, social work, health, social policy or related disciplines

Desirable

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

Diversity and Inclusion at CEI

We are committed to improving outcomes for communities who are facing adversity through leveraging the best available evidence. We value diversity and inclusion. 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.