



JOB DESCRIPTION

Senior Research Associate

ROLE SPECIFICS

Reports to	Senior Manager, Research and Evaluation
Team	Research
Location	Melbourne-based preferred (Remote-based will be considered)
FTE	Full-time
Capability Level	Applied
Direct reports	0

ROLE SUMMARY

The Senior Research Associate contributes to the EQI’s research and evaluation projects aimed at advancing gender equality and preventing violence against women (VAW). The Senior Research Associate is an experienced researcher who is highly skilled at coordinating multiple projects simultaneously. Reporting to the Senior Manager for Research and Evaluation, and working closely with fellow members of the Research team and EQI’s partners, the Senior Research Associate assists in the planning and design of research and evaluation projects, conducts desk-based research, fieldwork, analyses data, and prepares publications, reports, and other content.

The Senior Research Associate also works collaboratively with the Communications team to ensure that communication and marketing campaigns are firmly grounded in the evidence-base. Additionally, the role activity engages in various tasks that contributes to The Equality Institute’s goals, achievements, and reputation.

ABOUT EQI

The Equality Institute (EQI) is a global feminist agency working to end violence against women and girls.

We are values-driven and underpinned by feminist principles in the ways we work and how we conduct ourselves. We actively apply an understanding of intersectionality in our work and are committed to having diversity reflected in our workplace.

VALUES

Strive for Equality

Stay Curious

Be Courageous

Find the joy

AREAS OF ACCOUNTABILITY

1: Research (80%)

- Conduct desk-based reviews, including literature reviews, systematic reviews, and rapid reviews.
- Working closely with fellow members of the research team and EQI's research partners, design and implement evaluation and research. This includes drafting research protocols, obtaining research ethics approval, designing research tools, conducting quantitative and qualitative data collection (in-country and remotely), data analysis and management, and reporting on research findings.
- Prepare research reports, project briefs, policy and advocacy papers, and program materials.
- Always conduct and promote ethical and safe research approaches.
- Promote and practice intersectional-feminist and decolonising research approaches.
- Where needed, contribute to the development of content and facilitation of training/workshops for partners and stakeholders (researchers, policy-makers, practitioners, and activists) including face-to-face training and online learning.
- Support the organisation in the identification and preparation of tender applications, submissions and grant proposals.
- Help foster strong and productive working relationships with stakeholders, partners and clients.

2: Communications and Systems (10%)

- Support the Communications team to develop evidence-based communications materials and collaterals.
- Contribute to the development of EQI's research data management system and maintaining other relevant systems for project management (e.g.: Asana, project register).

3: People & Processes (10%)

- Support the operationalisation of EQI's Strategic Plan that contributes to advancing gender equality and preventing violence against women globally.
- Effectively contribute to team and organisational goals, particularly as they relate to organisational effectiveness, sustainability, and staff well-being.
- Support collaborative behaviour across teams, contributing to, and encouraging, a high-performing, positive and inclusive team environment.

KEY CAPABILITIES

Live our Values

- Demonstrate the value of '**find the joy**' by having a genuine interest in creating relationships with others and celebrating the wins of everyone in the team.
- Hold self and others accountable in kind and productive ways regarding principles of diversity and inclusion and takes corrective actions when behaviors displayed do not '**strive for equality**'.
- Champions the value of '**be courageous**' by giving and receiving feedback that is clear, constructive and respectful on a regular basis.
- Continuously seek out alternative approaches, ideas and partnerships in order to '**stay curious**'.

Think Strategically

- Promote the purpose, vision, and values of EQI within the team and shifts priorities when necessary

- Consider emerging trends when contributing ideas to the development of broader initiatives and strategies
- Encourage others to consider the longer term and wider implications of action

Promote Diversity, Inclusion and Belonging

- Pay attention to words, expression and body language and recognise behaviours that promote a culture of inclusion and belonging.
- Take corrective actions when behaviours displayed do not promote a workplace based on the principles of intersectionality.
- Adapt approaches to meet diverse needs, styles and backgrounds and encourages others to do the same.
- Provide opportunities to improve knowledge of teams in the area of intersectionality and promoting diversity, inclusion and belonging.

Manage Projects

- Manage projects from end to end, identifying resources, monitoring project milestones
- Schedule work to allow time for collaboration and feedback and ensure on-time completion and quality of own and where relevant team deliverables
- Proactively communicate work progress to leadership and seek appropriate support
- Identify any potential project or organisational risks and communicate immediately.
- Evaluate progress and identify improvements to inform future project management processes

Lead People

- Align work activities with operational plans and organisational values and goals through effective people leadership.
- Recognise deviation from values, performance standards and provide timely and constructive feedback.
- Recognise potential in others and consistently develop team capability

Communicate with Impact

- Model communication style and adapt to meet needs of key stakeholders.
- Engage other teams to share information in order to understand or respond to issues.

- Encourage discussion, welcome and respond to feedback and adapt approach to ensure audience understanding.
- Explain complex concepts and structure arguments to individuals and groups using the most appropriate and accessible language for the audience.

Strive for Excellence

- Draw on the expertise of others to improve results and acknowledges those contributions
- Identify and use all resources available to ensure success
- Challenge self and the team to achieve high quality results aligned with goals of EQI



[Learn more about us here](#)