

Position description

Position details	
Position title:	Researcher – Environment and Sustainability
Employment type:	Permanent full time (part time considered for the right candidate)
Remuneration:	\$66,500 - \$74,000 (pro rata for part time) + 10% superannuation FPC staff also receive five weeks of annual leave per year (pro-rata)
Location:	A combination of office-based (Melbourne CBD) and working from home
Start date	ASAP

The organisation

Based in Melbourne, First Person Consulting (FPC) is a specialist social research and evaluation consulting firm that works across the social, health and environmental areas. Since starting in 2015, the team has completed over 250 different research, evaluation and design projects across a range of sectors including climate change, sustainability, innovation, public health and social justice.

Clients typically include state and local governments, not-for-profits, non-government and community sector organisations. FPC is a flexible, purposeful organisation driven by our employees' passions and interests. Our team pride themselves on their easy-going natures and ability to deliver high quality work.

You can find out more about us on our website: www.fpconsulting.com.au.

Position overview

FPC undertakes a wide variety of projects FPC undertakes in the environment and sustainability sector. This includes research, evaluation or design of projects that focus on (for example) natural resource management, energy efficiency, climate change mitigation and adaptation and sustainable agriculture.

We are experiencing a time of exciting growth within this portfolio and are looking for an enthusiastic Researcher to join the team. The Researcher role supports consultants in the range of environmental and sustainability projects, and contributes to tasks including project planning, data collection, analysis, reporting and workshops. Day-to-day tasks will vary, but include:

- Reviewing documents and literature to support projects
- Helping develop data collection tools, and collecting data (quantitative and qualitative) online, by phone and in-person
- Data management and analysis of quantitative and qualitative datasets
- Synthesising data and contributing to report writing
- Contributing to the preparation of proposals and tenders
- General administrative tasks and other duties as directed

We have a variety of exciting projects underway and upcoming. We're looking for a dynamic individual with an eye for detail eager to contribute to these opportunities as part of a fun team committed to helping make the world more just and sustainable.

About you

Our core business is social research and the evaluation of programs, projects, policies and services. As such, we are looking for someone with an interest in applying their research skills to a broad range of projects related to the environment and sustainability.

The role will suit a recent graduate who is looking to apply their skills to projects that make a difference to the environment. The role is permanent full-time, with part-time considered for the right applicant. Applicants will need to have full working rights in Australia.

Capability with the Microsoft Office Suite (particularly MS Word, Excel and PowerPoint) is essential. The role will involve analysis and management of data and information and, as such, you should be capable and comfortable in working with and analysing quantitative and qualitative data. As such, attention to detail and an interest in mixed methods will be important.

Ultimately, we are looking for someone who is keen to learn, be part of a team and contribute their skills in research. Our reputation is built primarily on the efforts of our team- this is an opportunity to join that team and contribute to impactful work that results in positive environmental outcomes.

Benefits

At FPC we pride ourselves on our flexible and adaptable work environment. We emphasise a strong team-based culture where we support each other, and in turn are supported. Staff have the opportunity to develop a professional development plan and are encouraged to participate in a range of activities, including fortnightly practice sharing and team building, among other things. Finally, all staff at FPC receive five weeks of annual leave (pro-rata) to encourage staff to apply themselves to their work but also balance this with time for rest and recreation.

Selection criteria

The knowledge and capabilities that we are looking for include:

- Demonstrated knowledge and interest in the environment, and the challenges and opportunities it faces, as well as tertiary study in a relevant discipline (postgraduate desirable)
- Experience in data collection (qualitative and quantitative); for example: surveys, phone interviews and other quantitative or qualitative methods.
- Experience in data management, and data analysis (both quantitative and qualitative techniques)

To apply

To express your interest in this role please provide:

- An **up-to-date and tailored CV** that outlines your experience
- A **cover letter (no more than two pages)** which addresses the **key selection criteria**.

Application submission ¹	
Submit:	Via email to admin@fpconsulting.com.au
Subject line format:	Researcher application – your name
Documents to include:	<p>Cover letter (no more than two pages) addressing the key selection criteria and your interest in the role</p> <p>Up-to-date and tailored CV which addresses the scope and needs of the role as outlined in this Position Description.</p>
Any questions:	Contact FPC via the above email – all enquiries will be kept confidential.
Deadline for applications	Monday 9am 9 May 2022

¹ All applicants will be informed of the outcome, but we are unable to provide feedback on individual applications.