

Research Consultant

CIRCA is looking for an experienced, highly motivated and dedicated Consultant to join our small, growing Sydney team, in a **full-time, permanent position**. CIRCA is a market leader in social research and evaluation with Aboriginal and Torres Strait Islander, culturally and linguistically diverse, and disability communities.

www.circaresearch.com.au

Applicants with disability, of Aboriginal or Torres Strait Islander descent, or who have a language background other than English are encouraged to apply.

The Research Consultant position entails:

- Working in a dynamic, client-focused team, committed to best practice when working with Aboriginal and Torres Strait Islander, culturally and linguistically diverse (CALD), and disability communities
- Responding to research and evaluation requests, designing culturally appropriate and culturally safe methodologies and evaluation frameworks, and preparing detailed proposals
- Managing several projects and tasks concurrently within tight deadlines
- Managing, overseeing, and conducting fieldwork, including the development of research and evaluation tools, undertaking qualitative research (including interstate travel), briefing and supporting research partners from bilingual, Aboriginal and Torres Strait Islander, and disability backgrounds
- Analysing qualitative data on a broad range of social policy related topics
- Analysing quantitative data using a variety of statistical methods, on a broad range of social policy related topics
- Delivering strategic insights, visualising qualitative and quantitative findings, preparing written reports, and delivering verbal presentations
- Collaborating in all aspects of project management and developing new business
- Due to the nature of this role, you may be required to be reasonably available for contact outside of regular working hours in certain situations. These may include, but are not limited to, urgent client needs, business emergencies, or other critical operational issues that cannot wait until the next business day. In such cases, a timely response is required, taking into account the urgency and importance of the situation.

Selection Criteria

To be successful for the role, you will need to demonstrate the following:

- At least 3 years' employment experience in social policy, social research and/or program evaluation

- History of successful project planning and management, and the ability to work collaboratively in a team, as well as manage several projects and tasks concurrently within tight deadlines
- Demonstrated ability to collate, analyse and synthesise qualitative research data into high quality reports for diverse stakeholders, including government.
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- Demonstrated high-level communication skills, both written and verbal
- Interest in new and innovative research and evaluation approaches
- Demonstrated ability to build strong client relationships
- Ability to develop and sustain strong relationships with disability, Aboriginal and Torres Strait Islander, and CALD stakeholders and communities
- Direct experience or a strong interest in research with culturally diverse, Aboriginal and Torres Strait Islander, and/or disability communities.

At CIRCA we provide our employees with excellent working conditions, a modern, respectful, collaborative culture, on-going support, and a family-friendly environment accommodating a range of personal circumstances.

Please visit <https://www.circaresearch.com.au/work-with-us/> for more information on how to apply.

To apply, please email your CV, a cover letter and a document outlining your responses to the selection criteria to:

Jessica Willis jess@culper.com.au

Enquiries: Lena Etuk, CIRCA Director, Research & Evaluation
lana@circaresearch.com.au +61 2 8585 1330

Applications that do not address the selection criteria will not be assessed.

This position will be open until it has been filled, but preference will be given to applications received by 30 March 2026.