



*Autism Queensland is a not-for-profit organisation with a vision for a life of participation, opportunity and choice for people on the autism spectrum.*

## Position Description

### Research Assistant Autism EmployABLE

Team	Research & Development
Location	Sunnybank Hills
Manager	Manager Research and Development
Classification	Contract
Employment Status	Casual

#### Purpose

The purpose of this position as Research Assistant Autism EmployABLE is to carry out tasks involved in evaluation of the Autism EmployABLE Project.

#### Responsibilities

- Assist with ethical clearance application as required
- Conduct focus group with professional staff, and assist with analysis of focus group data
- Conduct semi-structured interviews/focus groups with supervisors and co-workers of employees on the spectrum and assist with analysis of data
- Conduct semi-structured interviews with Autism EmployABLE clients on the spectrum, and analyse interview group data
- Conduct semi-structured interviews with family members of Autism EmployABLE clients on the spectrum, and analyse interview group data
- Develop case studies based on semi-structured interview and focus group data
- Gather descriptive statistics on the number of people on the spectrum who have accessed and maintained employment

#### Key Performance Indicators

- Establishment and maintenance of positive working relationships with professional staff, employees on the spectrum and their supervisors and co-workers

- Timely and effective written communication
- Provision of timely and comprehensive reports to the *Project Leader* Autism EmployABLE
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

## Essential Criteria

- Tertiary education in a relevant discipline (e.g. psychology, occupational therapy or speech pathology)
- Demonstrated knowledge of qualitative research methodology
- Experience in managing, collating and analysing qualitative data
- Excellent written and verbal communication skills, including the capacity to conduct interviews with a range of research participants including people on the autism spectrum
- Knowledge and experience in the use of Microsoft Office suite of programs

## Highly-Regarded

- Experience in research (e.g., Honours Degree involving research)
- Professional experience in the field of Autism

## Special Conditions & Requirements

- Intrastate travel
- Current open driver's license
- It is the responsibility of the employee to hold and maintain at their own expense, a current Criminal History Screening Card/s or relevant Exemption Card
- May be required to use own vehicle for work purposes when an AQ pool vehicle is not available
- Certificate of completion in NDIS Worker Orientation Module "Quality Safety and You"

Position Description Reviewed: February 2020