Research officer

Queensland Government IT Graduate Program

Research officers plan and conduct research into a variety of issues and areas to assist their ICT agency/department within the Queensland Government. The Research Officer utilises a strategic view and will undertake research to validate current thinking, look for trends, compare policies, understand best practice and uncover emerging issues or improvements that may impact their workplace.

## This means you will have the opportunity to:

* To contribute to research and analysis on ICT public policy and strategy
* Assist with the preparation of data and information reports, publications and presentations
* Contribute to writing briefs, submissions, and correspondence
* Assist with projects, initiatives, administration and support What is the purpose of the publication?

## The ideal candidate will have:

* strong organisational skills and problem solving skills
* ability to analyse and collate information
* effective communication, time management and problem solving skills
* a high level of interpersonal and liaison skills
* an ability to produce detailed and accurate work including high level writing skills
* integrity, be discreet and be able to maturely deal with sensitive issues

## Examples of technical skills and qualifications

**Knowledge of:**

* modern research techniques and project management

**Understanding of:**

* government writing styles
* project, data capture and research reporting
* risk management

**Qualifications:**

* your degree may be in information technology, telecommunications, law, business, information management, engineering, commerce or accounting.