

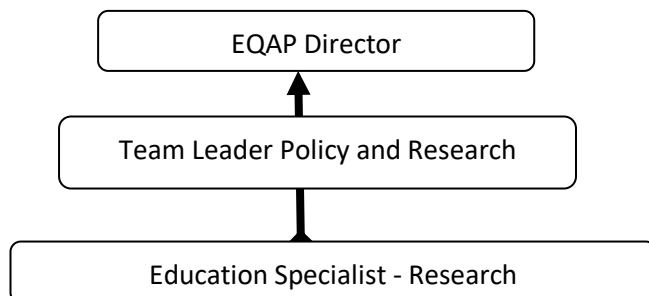


Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Education Specialist – Research
Division:	EQAP
Location:	Suva
Line/Hiring Manager:	Director of EQAP
Number of Direct Reports:	None
Purpose of role:	Conduct and develop capacity in education research to support Pacific Islands use of research to inform changes in practice, policies, and education reforms.
Date:	January 2023

Organisational Context and Organisation Chart



Key Result Areas (KRAs):

The position of Education Specialist (Research) encompasses the following Key Result Areas.

1. **Research** – conduct quantitative and qualitative research (as well as mixed methods research) within EQAP and/or in close collaboration with regional and international research institutions on areas related to the EQAP mandate including curriculum and assessment, literacy and numeracy standards, secondary school qualifications, accreditation and standards, teacher and principal standards, and education system benchmarking.
2. **PILNA** – design and develop highly reliable qualitative and quantitative data collection instruments, conduct analysis and report findings from the PILNA contextual questionnaires, and utilize PILNA contextual data to inform research studies into the impacts of the different socio-economic factors affecting the performance of pupils in PILNA.
3. **National Research** – advice on and support of national educational research initiatives; coordinate and establish research networks among the countries; provide training to national and regional education staff on the various methodologies of research; and collaborate with appropriate experts to provide advice to countries on follow-up interventions based on research findings.

4. **Dissemination of Research** – coordinate the dissemination and presentation of high-quality regionally significant research on education quality in the Pacific at regional and international research forums.

The requirements in the above Key Result Areas are broadly identified below:

Jobholder is accountable for	Jobholder is successful when (Success Measures)
Research <ul style="list-style-type: none"> • Lead, support and advise EQAP teams on the development, design, and implementation of research studies • Design and carry out qualitative, quantitative, and mixed methods research in support of EQAP initiatives • Facilitate the development of research frameworks, guidelines, and procedures for conducting educational research at regional and national levels • Coordinate the implementation of collaborative research studies involving EQAP and member countries, EQAP and other SPC divisions, and EQAP with international research agencies 	<ul style="list-style-type: none"> • Research studies (both qualitative and quantitative) are conducted using data and information collected from and across Teams within EQAP • Critical data needs of member countries are identified, and research studies are undertaken to address these needs • Collaborative research initiatives are undertaken with other SPC divisions and regional and international agencies
PILNA <ul style="list-style-type: none"> • Design, develop (or review), and regularly evaluate the validity and reliability of items in the PILNA contextual questionnaires • Assist countries to formulate and design research studies that will investigate the impact of socio-economic factors on pupil's performance in PILNA • Analyze and report on PILNA contextual data 	<ul style="list-style-type: none"> • PILNA contextual questionnaires are developed, regularly reviewed, trialed, and implemented • Country-specific contextual questions are designed, trialed, and implemented in PILNA • Data cleaning, data analysis, and reporting of findings of contextual data are completed both for the regional and national reports.
National Research <ul style="list-style-type: none"> • Provide technical and advisory support in national research initiatives • Provide research training for educational personnel and stakeholders in the countries as identified • Facilitate and coordinate research forums among member countries to share research findings and best practices 	<ul style="list-style-type: none"> • Supported research activities in the countries in collaboration with EQAP Teams on areas such as PILNA, curriculum and assessment, teachers and school leadership competencies, qualifications, and EMIS as described in the work plan • Training on key components and/or frameworks of research; application, and utilization of different research analysis tools; designing and developing various types of data collection instruments, are completed successfully. • A network of educational researchers among member countries and regional and international research agencies is maintained
Dissemination of Research <ul style="list-style-type: none"> • Coordinate the dissemination and presentation of high-quality regionally significant research on education quality in the Pacific at regional and international research conferences 	<ul style="list-style-type: none"> • Facilitated opportunities to publish and widely disseminate research work from the countries in regional and international research conferences • EQAP-led research is widely disseminated and well-regarded across the Pacific and internationally

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

Most Challenging Duties Typically Undertaken (Work Complexity):

- Ensuring that activities are coordinated with other EQAP teams, country programs and differing country requests
- Completing research projects of a highly complex nature involving advanced research and statistical methods
- Ensuring that research outcomes are well founded on evidence and communicated in clear and precise language to stakeholders

Functional Relationships & Relationship Skills:

Key External/Internal Contacts	Nature of the contact most typical
External Key external contacts are: <ul style="list-style-type: none"> • Pacific member countries -Ministry of Education • Partner agencies - UNICEF, UNESCO, UIS, USP • Donor agencies- DFAT, MFAT • Critical Assessment Partners - ACER 	<ul style="list-style-type: none"> • Providing advice, sharing ideas, and creating opportunities for collaboration and support in implementing education research in the region
Internal Key internal contacts are: <ul style="list-style-type: none"> • Director of EQAP • Team Leader Policy and Research • Policy and Research Professional Officers • Professional Staff & Support Staff 	<ul style="list-style-type: none"> • Providing advice, sharing ideas, and creating opportunities for collaboration and support in facilitating and implementing education research within EQAP and member countries

Level of delegation

No level of delegation expected of this position.

Person Specifications

This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge/experience, qualifications, or equivalent level of learning through experience or key skills, attributes, or job-specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • A thesis-based postgraduate qualification in education 	<ul style="list-style-type: none"> • Master or PhD with extensive experience in educational research

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none">• At least 10 years of experience working in the area of education with at least five years' experience in conducting educational research• Sound knowledge of qualitative and quantitative educational research methods• Sound knowledge of current Pacific and International educational and research issues• Proven verbal and written presentation and communication skills in English, both at a technical level and in the preparation of information for the public• Experience in liaising, negotiating, and training people from different ethnic, cultural and educational backgrounds• Knowledge and competency in advanced information technology tools	<ul style="list-style-type: none">• Ability to work independently and meet multiple project deadlines• Ability to learn and quickly master new information technologies as they develop• Demonstrated work experience with producing system and user manual documentation• Extensive experience in monitoring and evaluation, and providing high-level research advice on complex regional education issues• Advanced competency skills in the use and application of SPSS

Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none">• Expert knowledge and skills in educational research.• Positive professional attitude for the provision of high-quality service.
Advanced level	<ul style="list-style-type: none">• Advanced skills in the use of statistical analysis tools (SPSS) and technical report writing.• A flexible approach and a willingness to assist with a variety of other tasks within EQAP and SPC.
Working knowledge	<ul style="list-style-type: none">• A high level of interpersonal skills and cultural sensitivity.• Ability to set priorities successfully working with minimal supervision.• Ability to work within timelines and to respond to stakeholders' needs.• Commitment to continuous improvement.
Awareness	<ul style="list-style-type: none">• Ability to work well with the Corporate Services team and with other SPC staff.• Excellent oral and written communication skills.• Ability to deal with confidential information in a professional manner.• Ability to maintain the confidentiality of information private to the individual stakeholder and to maintain neutrality as a professional officer.

Key Behaviours

All employees are measured against the following Key Behaviours as part of Performance Development:

- Commitment/ Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships

- Leadership

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high-level commitment to customer service

Changes to Job Description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.