

# Position Description

<b>Position title</b>	Business Researcher
<b>Employment type</b>	.8 to 1 FTE Casual for 4-6 weeks assignment
<b>Location</b>	Brisbane
<b>Reports to</b>	CEO
<b>Direct Reports</b>	None
<b>Effective date</b>	January 2024

## Position Objective

IML is seeking a Researcher in the field of business, management and leadership to source, collate, analyse and write a practical research paper on the "Professionalisation of Management" to inform our Membership Community. This research paper will help inform IML's professional capability beliefs and enhance our leadership programs and formally structured CPD offerings.

The research paper will be based on findings from a range of sources such as business schools, industry data, and feedback from respected management professionals. The project will continue to build IML's reputation as a thought leader in the Australian and New Zealand business community and remain at the forefront of best management and leadership practice for our Members across Australia and New Zealand.

## Key responsibilities

### Research and writing

1. Research, collate, analyse and summarise data and findings from a range sources to support best practice management and leadership.
2. Distil the findings in to a 5,000 - 10,000 word evidence-based, practical research paper to define the quintessential knowledge, skills, experience and qualities needed to be legitimately identified as a Professional Manager. There will be a particular emphasis on the relevant application of the research to the Australian and New Zealand business market.

### IML LIFE

- Demonstrated ability to adopt IML's Guiding Principles – Leadership, Innovation, Focus and Excellence – and the 'Think, Be, Achieve' philosophy.
- Conduct self in line with workplace values: professional, personable and passionate.

- Takes a proactive approach and has a “can do” attitude.
- Able to work to set timelines while producing accurate, on-time outputs.
- Adhere to IML WHS Policies and procedures and report any hazards or incidents.
- Adhere to the IML code of conduct as well as any other relevant IML policies and procedures.

## Key performance indicators

KPIs to be periodically reviewed but indicative performance measurements are -

- Meet the delivery requirements of the project milestones as per the quality standards and timelines agreed.
- High degree of accuracy and strong attention to detail demonstrated through the quality of record keeping & reporting.
- Meet IML LIFE responsibilities as detailed above.

## Person specifications

- Student, graduate or post graduate qualification in Business, Management, Commerce or similar.
- Previous research experience and strong commercial acumen is highly desirable.
- Demonstrated research skills including sourcing and conducting literature reviews as well as a high level of attention to detail in data collection, analysis and reporting stages of qualitative and quantitative research.
- Outstanding written language skills and report writing experience including editing and proofreading for accuracy and consistency.
- Demonstrated ability to work effectively, both independently with minimal supervision and as part of a team, and to collaborate effectively with internal and external stakeholders to achieve project outcomes.
- Communicate with internal and external stakeholders on the status of research project.
- Being adaptable and flexible, with the ability to multitask.

## Agreement

I understand and agree to accept the role and responsibilities set out in this position description.

Employee name

Date

Signature