

SKILLS FRAMEWORK FOR SOCIAL SERVICE SKILLS MAP - RESEARCH ASSOCIATE				
<b>Sector</b>	Social Service			
<b>Track</b>	Social Work			
<b>Sub-track</b>	Research			
<b>Occupation</b>	Researcher			
<b>Job Role</b>	Research Associate			
<b>Job Role Description</b>	<p>The Research Associate works in the field of social work research. He/She is qualified and trained to initiate and formulate research ideas, conduct research procedures, and collect and analyse data. He initiates research programmes based on trends, conducts procedures and data analysis, manages resources and maintains databases. He is also responsible for identifying stakeholder organisations on the ground.</p> <p>A proactive and responsible researcher, the Research Associate is methodical in his approach and works in academic settings. He also works in collaboration with other agencies, ministries and academic institutions in his course of work.</p>			
<b>Critical Work Functions and Key Tasks / Performance Expectations</b>	<b>Critical Work Functions</b>	Conduct studies and disseminate knowledge	<b>Key Tasks</b>	
			Liaise with editorial offices from production to publication of research	
			Perform data collection and analysis	
			Identify applications of research findings for direct practice	
			Conduct research in accordance with ethical guidelines	
			Perform literature reviews for the framing of research and evaluative outputs	
			Maintain databases for academic information to support a research pipeline and presentation of research and evaluative findings	
	Provide consultation and evaluation in policies, practices, programmes and directions	Support in identifying areas of improvement for the organisation's strategic direction based on research findings		
		Support in identifying areas that requires a change in policies or practices based on research findings		
	Manage resources	Liaise with external consultants and survey companies engaged for research projects		
		Support in developing data and data classification standards for integration and sharing of data		
	Perform stakeholder engagements	Perform liaison on ground level to engage with relevant ministries, agencies, hospitals and communities of practice		
Support facilitation of information sharing from external studies on emerging social trends or international benchmarks via standard dissemination channels for internal research pipeline				
<b>Skills &amp; Competencies</b>	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies</b>	
	Collaborative Practices Across Disciplines and Sectors	Level 4	Communication	Basic
	Diversity Awareness and Management	Level 4	Interpersonal Skills	Basic
	Ethics, Values and Legislation	Level 4	Digital Literacy	Basic
	Research Data Analysis	Level 4	Problem Solving	Basic

	Research Data Collection and Management	Level 4	Teamwork	Basic
	Research Design	Level 4		
	Research Findings Communication	Level 4		
	Research into Professional Practice Translation	Level 4		
	Social Sector Policy Influence	Level 4		
	Stakeholder Management	Level 4		
	Trends Evaluation and Application	Level 4		
<b>Programme Listing</b>	For a list of Training Programmes available for the Social Service sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/social-service">www.skillsfuture.sg/skills-framework/social-service</a>			