

**Monitoring and Research Team
Performance Management Unit**

**Christchurch City Council Research Scholarship
Application Guidelines**

*Please note this scholarship is **not** part of the University of Canterbury or Lincoln University summer scholarship programmes administered by the universities. It is an independent scholarship programme administered by the Christchurch City Council.*

Scholarship Background Information

Summer research scholarship purpose: To provide students with experience and training in applied social research skills by undertaking data collection and analysis for a range of Christchurch City Council research programmes

| PROJECT LEADER | HOST ORGANISATION |
|---|--|
| <p>Kath Jamieson Team Leader, Monitoring and Research Christchurch City Council PO Box 73012, Christchurch Tel: 941 8885 Email: kath.Jamieson@ccc.govt.nz</p> | <p>Monitoring & Research Team Performance Management Unit Christchurch City Council</p> |

Brief outline of summer research scholarship programme

The Monitoring and Research Team of the Christchurch City Council is offering **three** summer research scholarships to students to work collectively on a range of research projects. These include, but may not be limited to:

- Christchurch City Council Residents Survey - measures resident perceptions of satisfaction with Council service performance. The surveys target users of specific Council services such as walk-in customer services, libraries, parks). This will be the primary activity of all students working on the summer programme
- Ground Floor and Key Activity Centres Surveys - measure activities being carried out in commercial buildings the central city and in our larger suburban centres
- Analysis of Life in Christchurch survey results (surveys covers perceptions of a range of wellbeing and quality of life issues in Christchurch)
- Other research projects - depending on commitments to the above projects, students may be involved in data collection for other Monitoring and Research Team projects.

The research programme will involve data collection (including interviewing the public about their experiences with using Council services and/or about their wellbeing perceptions; data entry; data analysis and report preparation. Training will be provided for all stages of the research, including with any computer software used.

Students will work either on their own, in pairs or in larger groups, with assistance from Monitoring and Research Team staff. Data collection will take place at a range of locations around the city. Access to vehicles for travel to sites will be provided. Possession of a current driving license is vital.

Time Commitment

This research programme is a **400 hour** commitment (approximately 10 weeks) for each student over the summer holiday period. **IMPORTANT:** Students will be involved in a range of week day, evening and weekend interviewing at specific services depending on when residents use those services. This time will be counted toward the total number of hours required by each student to complete the project. As such, flexibility in working hours is required and students need to be available for evening and weekend work when required. Students will be expected to fit in with the interview schedule drawn up by the Monitoring and Research Team.

Dates and Location

The scholarship will run from **9th November 2020 through to mid-February 2021.**

This work will involve being located at the Christchurch City Council and at other sites around Christchurch for the duration of the project. Interviews and data collection will be conducted in a range of sites around the city associated with the provision of Christchurch City Council services such as libraries and parks.

Benefits student will gain from involvement in the project

- Opportunity to gain and practice applied social research skills under supervision from a project leader, including face to face interviewing, telephone interviewing, mail drop and postal surveying, data collection, data management, data entry, data analysis and report preparation
- Training in using computer software for research
- Site visits and confidence in negotiating different environments and dealing with the public
- Understanding of organisation service performance monitoring
- The opportunity to develop research skills that will be invaluable in future university studies and in professional work environments.
- Opportunity to list applied research experience with a large organisation on your curriculum vitae

Specific student requirements for work on this project

- Some exposure to social science research methods through relevant course work (desirable) (training will be provided)
- An appreciation of research ethics
- Ability to work independently and in team settings in-field
- Good written and oral communication skills
- Ability to be flexible with work hours over the scholarship period
- Valid car driver's licence (preferably a full licence)

Equipment provided to students

Workspace, vehicles, petrol and all other resources required for this project will be provided by the Christchurch City Council.

Payments to students

The scholarship stipend is **\$5,200.00** which is income tax exempt. It will be paid to students in three instalments (of \$2,600) in late November and two payments of \$1,300 each in January. Please note the second and third payments will be made on confirmation that the student is progressing well with the project.

Eligibility

To apply for a Christchurch City Council summer research scholarship, you must:

- be currently enrolled in an undergraduate, graduate or post graduate degree at the University of Canterbury or Lincoln University
- have a minimum B average grade (GPA of 5 or above) in your last full year of study
- be available to undertake the scholarship in standard working hours, evenings and weekends over summer (including availability for full time work on the project with room for negotiation on holidays during the summer)
- if you are an international student you must have a valid student visa before applying for a summer research scholarship. You cannot use application for this scholarship to apply for a student visa

How to Apply

1. Complete the Christchurch City Council Summer Research Scholarship application form at: www.ccc.govt.nz/summerscholarship
2. Attach a copy of your University transcript to your application

Applications open on **Tuesday 21 July 2019** and close on **Friday 7 August 2020**.

Timeline

| Date | Action |
|-------------------------------------|---|
| Tuesday 21 July 2020 | CCC summer research scholarship applications open |
| Friday 7 August 2020 | Deadline for applications to be submitted (application close date) |
| 10-21 August 2020 | Students selected and notified (shortlisted students will be required to attend a 20 minute informal interview/discussion with project leader at CCC at some point during in this week) |
| 9 November 2020 | Scholarship start date |
| 15 February 2021 (at latest) | Scholarship end date prior to University lectures commencing (note some student may finish their scholarships earlier depending on hours worked over the summer) |

Enquiries

Please direct all enquiries about the scholarship programme to:

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