

## **JOB DESCRIPTION – ECONOMIC RESEARCHER**

<b>Location:</b>	Leicester or London
<b>Team:</b>	Research & Development
<b>Line Manager:</b>	Research Manager
<b>Salary:</b>	£22,000 - £29,000 per annum, depending on experience and location
<b>Working hours:</b>	Full time
<b>Start date:</b>	ASAP

### **MAIN PURPOSE**

This is a key role within Learning and Work Institute's new 'what works' function, with responsibility for developing high-quality evidence and knowledge. You will play an integral role in establishing an independent and world-class hub for evidence and advice on learning, skills and employment. The ideal candidate will bring strong knowledge and experience of a range of analytical and evaluation techniques and an interest in the policy context for learning, skills and employment.

### **DUTIES AND RESPONSIBILITIES**

- Contribute to high quality evidence synthesis projects to support policy makers, commissioners and practitioners to make decisions grounded in the latest, best available research.
- Undertake quantitative analysis to explore the effectiveness of different interventions and identify cohorts and areas most likely to benefit from them.
- Develop and utilise appropriate research and analytical methods and tools.
- Develop and manage systems for gathering, recording, analysing and presenting data from a range of projects for maximum impact.
- Contribute to the production of high-quality research and policy reports, interpreting often complex evidence in a way that is accessible to a wide range of audiences.
- Support the implementation of evidence-based approaches and the development of new trials and pilots.
- Ensure research and findings are communicated to key stakeholders, including policy makers, commissioners and practitioners, in an informative and accessible way.
- Support the design of toolkits and other dissemination products which key stakeholders can engage with and use to drive change in the way they design and deliver services.
- Manage small projects and lead on elements of large projects.
- Support the development and training of the wider team in collaboration with senior R&D staff.
- Support income generation, in collaboration with other L&W staff, including contributing to the preparation of funding proposals.

- Represent L&W at external meetings and undertake public speaking/presentations with support as necessary.
- Undertake project administration and coordination tasks related to research activity.
- Supervise interns, associates and temporary staff in relation to research activity, including possible line management responsibility for research interns.
- Contribute to a positive, open and collaborative approach, operating in line with Learning and Work Institute's core values and Staff Charter.
- Demonstrate a commitment to equality of opportunity.
- Travel and occasional overnight stays will be required.

## PERSON SPECIFICATION

	Essential/Desirable
Degree (in a relevant subject), equivalent qualifications or equivalent experience in research and development, economics or statistics	E
<b>Skills</b>	
Excellent economic/statistical/quantitative research skills.	E
Well-developed communication and interpersonal skills with the ability to engage a range of audiences, stakeholders, funders and partners.	E
Excellent organisational and planning skills, that ensure work is effectively prioritised to meet deadlines.	E
Ability to develop and utilise appropriate methods and tools to support high quality research.	E
Ability to robustly collect and analyse data that supports the reach and impact of Learning and Work's research, development and policy work.	E
Ability to work, unsupervised, under own initiative with a proactive approach to problem solving.	E
Ability to write for and speak to a range of audiences to ensure impact.	E
Ability to use quantitative and/or qualitative data analysis software packages (for example, R, STATA, SPSS, Nvivo etc).	D
<b>Knowledge</b>	
Good knowledge of a range of analytical and evaluation techniques, including impact evaluation.	E
Understanding of learning, skills and/or employment policy and/or practice across England and/or Wales.	D

Experience	
Strong track record of organising, co-ordinating and managing a range of activities against competing deadlines and priorities.	E
Experience of undertaking policy-related research projects, using a range of research methods	D

Learning and Work Institute works in both England and Wales, and research staff are expected to work across the organisation. Our work in Wales is led by a Cardiff based team, but all staff are required to follow the guidance set out in our Welsh language scheme when working in Wales.



Reviewed: May 2019