

JOB DESCRIPTION – RESEARCH MANAGER, EVIDENCE AND ANALYSIS

Location:	Leicester or London
Line Manager:	Deputy Director
Salary:	£30,000 - £39,000 per annum, depending on experience and location
Duration:	Permanent
Working hours:	Full time
Start date:	ASAP

MAIN PURPOSE

This is a key role within Learning and Work Institute's new 'what works' function, with responsibility for managing and generating 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 role involves the design, development and dissemination of high-quality analysis and evidence reviews; managing budgets and resources; working effectively with team members, partners, funders and other stakeholders; and ensuring that our work makes an impact on policy and practice.

The ideal candidate will bring strong knowledge and experience of a range of analytical and evaluation techniques, a track record of delivering projects and an interest in the policy context for learning, skills and employment.

DUTIES AND RESPONSIBILITIES

- Design and deliver high quality evidence synthesis projects to support policy makers, commissioners and practitioners to make decisions grounded in the latest, best available research;
- Design and deliver quantitative analysis to explore the effectiveness of different interventions, and identify cohorts and areas most likely to benefit from them;
- Lead on 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;
- Support consultation with end users, including policy makers, commissioners and practitioners, to ensure work is relevant, useful and timely;
- Work closely with academics and other research institutes to deliver research and analysis;

- Proactively engage with colleagues across L&W to ensure that our policy, practice and promotion activity is underpinned by robust research evidence and achieves impact.
- Develop and maintain effective relationships and networks – including national and local government, trusts and foundations, providers, and other research centres and think tanks – and represent L&W at events and external meetings.
- Support income generation, in collaboration with other L&W staff, including leading and contributing to research proposals.
- Support the development and training of the wider team in collaboration with senior R&D staff.
- Line manage researchers, as required.
- 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 statistics, economics, research or other relevant social science), equivalent qualifications or evidence of equivalent research and analysis experience.	E
Skills	
Well-developed skills in managing and delivering a range of research and development projects, including effective and efficient resource allocation.	E
Advanced quantitative or mixed methods research skills, including ability to review and critically appraise data and empirical literature.	E
Strong organisational and planning skills, including programme, resource and performance management.	E
Ability to develop and utilise appropriate methods and tools to support high quality research and analysis.	E
Ability to work under own initiative with a proactive approach to problem solving.	E
Well-developed communication and interpersonal skills with the ability to engage a range of audiences, stakeholders, funders and partners.	E
Proven skills in writing for and speaking to a range of audiences to ensure impact.	E
Ability to use quantitative data analysis software packages (E.g. R, STATA, SPSS).	D
Knowledge and experience	
Experience in delivery large evidence syntheses (e.g. literature reviews and systematic reviews).	E

	Essential/ Desirable
Strong knowledge and experience of a range of analytical and evaluation techniques, including impact evaluation.	E
Proven track record in delivering research projects to meet funders' requirements, including to time and quality expectations, within budget.	E
Understanding of learning, skills and/or employment policy and/or practice across England and/or Wales.	D
Experience in developing research proposals and proven track record of securing funding.	D

Learning and Work Institute works in both England and Wales. 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