



## JOB DESCRIPTION

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**Job Title:** Post-Doctoral Research Associate

**Directorate:** Macroeconomics

**Location:** 2, Dean Trench Street, London SW1P 3HE

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## PURPOSE OF THE JOB

To conduct independent research on questions related to Macroeconomic trends in productivity and policies to raise productivity, which is one of the leading research themes of the ESRC-funded 'The Productivity Institute' (TPI), and which is overseen by NIESR. To publish high-quality research. To support research projects and research-based policy work as required, including co-authoring research, collating evidence for research, performing analysis to support the project objectives, and providing general facilitation of project activities. This role will also include the organisation and execution of policy-focussed events as part of the UK Productivity Commission, which is hosted by NIESR.

## KEY RESPONSIBILITIES

### 1. RESEARCH PROJECTS

- Conduct independent research in the area of 'Macroeconomic trends in productivity and policies to raise productivity', leading to publication in leading journals.
- Assist with, and contribute to, research projects and research-based policy work at NIESR and TPI, in collaboration with team members and under the guidance of more experienced colleagues, including co-authoring high-quality research.
- Participate in seminars and other academic events at NIESR and TPI, including a network of universities.
- Perform research activities, including:
  - collecting, analysing, and presenting evidence.
  - maintaining and holding accurate and up-to-date records to document research processes.
- Conduct focused literature reviews
- Provide general research assistance and research related administrative support.

### 2. REPORT WRITING

- Draft findings of research activity for discussion at seminars.
- Collaborate in drafting progress reports on research for funders.
- In collaboration with colleagues, draw on research findings to draft policy proposals.

### **3. DISSEMINATION AND COMMUNICATIONS**

- Identify and use a variety of media to communicate research findings and recommendations to a broad range of audiences, and to maximise the reach and impact of the results.
- Take the lead in organising a programme of events to contribute to and publicise the work of NIESR and TPI.
- Put together presentation materials to convey research findings.

### **4. GENERAL**

- Adhere to policies and procedures at all times.
- Cover for other members of the team and division as necessary.
- Be proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Undertake, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff.
- Attend and participate in divisional and team meetings and other meetings as required.
- Contribute to the overall activities of their research team/wider NIESR team and TPI as required.
- Represent NIESR and TPI in a professional manner to stakeholders and all audiences.
- Take responsibility for the health, safety, welfare of self, other members of staff and visitors.
- Provide support as required to the Director and the Deputy Director for Public Policy at NIESR.

This job description covers the current range of duties and will be reviewed from time to time. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to change this job description.

## PERSON SPECIFICATION

### Post-Doctoral Research Associate

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**Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or covering letter to demonstrate your capabilities, in relation to each point listed under essential requirements in the person specification.**

## ESSENTIAL REQUIREMENTS

### Experience

1. Experience in using various theories and methodologies in economics.
2. Experience of drafting research papers and complex reports/policy proposals with a high level of accuracy and attention to detail.
3. Experience with working collaboratively across teams, institutions, or organisations to achieve specific outcomes.
4. A promising academic record with previous experience of writing academic journals for submission for publication.

### Skills, Knowledge and Abilities

1. PhD in economics.
2. High degree of self-motivation and ability to work under pressure while maintaining accuracy.
3. Effective project and time management skills, including timely recording and reporting and the ability to prioritise multiple conflicting tasks to meet strict deadlines.
4. Ability to work independently.
5. Excellent written and verbal communication and presentation skills, with the ability to adapt communication style to present complex information and ideas to a variety of audiences, including academics, the media, and the general public.
6. Strong interest in real world economic and policy developments.

**The following are required of all roles with the organisation. However, you do not need to address these in your application.**

- An understanding of, and commitment to, Diversity & Equality.
- Willingness and ability to work hours outside of normal office hours on occasion.
- Willingness to work flexibly in response to changing organisational requirements.