



## JOB DESCRIPTION

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<b>Job Title:</b>	Principal Social Researcher
<b>Directorate:</b>	Public Policy
<b>Location:</b>	2 Dean Trench Street, Westminster, London, SW1P 3HE
<b>Reporting to:</b>	Deputy Director for Public Policy or nominee

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## PURPOSE OF THE JOB

The Social Research team is a small group of qualitative researchers who work within the broader Public Policy team. The successful candidate will:

- Oversee the Social Research team, within the broader Public Policy team, with the support from the ARD and the Deputy Director.
- Drive several concurrent research projects in specialist areas of expertise.
- Design and carry out research, including dissemination (project reports, academic publications visual outputs).
- Mentor/supervise less experienced researchers.
- Support the Deputy Director in cultivating external networks/future sources of funding, and take the lead in developing research proposals with the aim of contributing to income generation.
- Take the lead with the support of the Deputy Director in ensuring that the team is properly resourced and capacity is suitably utilised.

## KEY RESPONSIBILITIES

### 1. TO LEAD AND MANAGE THE SOCIAL RESEARCH TEAM

- Work in partnership with HR to recruit high-quality staff.
- Develop a broad workplan for the team to ensure responsibilities are distributed fairly and efficiently
- Set clear objectives and standards of performance for staff, and monitoring these.
- Hold individual supervisions regularly.
- Induct new staff and supporting the development of existing staff through the process of annual appraisal.
- Manage the workload of direct report to ensure that adequate cover is provided.
- With support and guidance from HR, address any concerns with performance, conduct or attendance.

### 2. RESEARCH AND PROJECT MANAGEMENT

- Bid for, lead on and conduct concurrent research projects and deliver high-quality research.
- Oversee research activities conducted by others, ensuring project milestones are met, project outputs are delivered, and that ethical standards are met in so doing.
- Gather, analyse and interpret complex mainly qualitative data but also quantitative data.
- Review summary findings from junior colleagues.
- Present findings of research activity to senior colleagues for review and feedback.

- Provide regular progress reports to funders and stakeholders, as well as internal reporting as required.
- Contribute to the design of research programmes, and provide advice and guidance on appropriate methodologies.

### **3. FUNDING AND COMMERCIAL DEVELOPMENT**

- With the support of the Deputy Director for Public Policy and their line manager, proactively seek out opportunities for potential sources of funding.
- Play a lead role in contributing to the preparation of research bids and proposals.
- Maintain an awareness of the funding requirements of the team and work with the Deputy Director for Public Policy and their line manager to identify and secure appropriate sources of funding.
- Look for opportunities to build up contacts and network and take steps to leverage these contacts to generate collaborative working opportunities with other institutions.
- Build and maintain strong relationships with clients and partners.

### **4. DISSEMINATION AND COMMUNICATION**

- Draft and submit high quality academic and/or policy research output for academic publications, reports, model features, and newspaper or website articles.
- Present research findings to internal and external audiences/funders at conferences/seminars/for peer review, and provide some support and supervision for less experienced team members.
- Proactively seek out ways to promote research more widely and increase impact.
- On occasion and where appropriate, represent NIESR in area of expertise in the media to contribute to public debate and knowledge and to promote NIESR's work and objectives.

### **5. GENERAL**

- To be responsible for undertaking continued professional development ensuring skill levels relating to research & enterprise best practice are kept up to date.
- Adhere to NIESR's policies and procedures at all times.
- Cover for other members of the team as necessary.
- Being proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Undertaking, 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.

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

### Principle Social Researcher

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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. Leading/coordinating research projects from inception to completion and achieving high quality results.
2. Managing multiple competing priorities to meet strict deadlines.
3. Using a range of research techniques and methodologies; particularly qualitative approaches (including participatory approaches), but also quantitative approaches.
4. Analysing and interpreting complex information to generate evidence-based conclusions.
5. Demonstrable success in writing research bids and proposals.
6. Working collaboratively across teams/organisations to achieve specific outcomes.
7. Constructively challenging the accepted ways of thinking/doing things, and thinking critically to develop new ideas, approaches, and ways of working.

##### Skills, Knowledge and Abilities

1. PhD in a relevant social science (e.g. economics of education, sociology, anthropology, etc.) or equivalent.
2. Excellent written and verbal communication skills, with the ability to present complex information in an audience appropriate way.
3. High level of attention to detail, with the ability to ensure the accuracy of complex reports and data sets without the need for oversight or checking.
4. Ability to build and maintain strong internal and external relationships.
5. Knowledge of standard software packages and standard data analysis packages.
6. Strong interest in real world economic and social policy developments.

##### DESIRABLE

1. Skills and experience in mixed methods research
2. Experience in one or more of the following areas: Education; Migration; Employment; Inequality; Inclusion.

**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 when occasionally required
- Willingness to work flexibly in response to changing organisational requirements