



JOB DESCRIPTION

Researcher (with evaluation focus) - Socio-Economic Centre, The Work Foundation
Vacancy Ref: A742

Job Title: Researcher – with evaluation focus	Present Grade: Off-scale
Department/College: The Work Foundation	
Directly responsible to: Senior Researcher	
Supervisory responsibility for: N/A	
Major Duties:	
<p>1. Research (75%)</p> <ul style="list-style-type: none"> • Carry out research including evaluations of programmes • Critically evaluate data and information • Develop policy recommendations based on research evidence • Draft high quality research reports • Manage small research projects to a high quality and to time and budget • Keep up with new policy developments in key research areas • Disseminate findings through blogs and other media releases <p>2. Business development and ideas generation (10%)</p> <ul style="list-style-type: none"> • Identify new business opportunities and work with team members and the Partnership team to win new work • Generate new ideas for fundable, policy-focused research projects • Contribute to drafting proposals for outside funding <p>3. Management of self and others (10%)</p> <ul style="list-style-type: none"> • Identify own development needs and seek new skills and knowledge • Manage time effectively to meet tight deadlines • Budget and financial management (maintain and set up project plans) • Line manage interns and manage other staff on a project by project basis <p>4. Other duties (5%)</p> <ul style="list-style-type: none"> • Manage events to disseminate research. <p>Undertake other reasonable tasks as may be required</p>	