

JOB DESCRIPTION
Researcher, Centre for Workforce Effectiveness
Vacancy Ref: A1091

Job Title:	Researcher	Present Grade: R2
Department/College:	The Work Foundation, London	
Directly responsible to:	Senior Researcher	
Supervisory responsibility for:	N/A	
Major Duties:		
Knowledge & skills – research and policy (35%)		
<ul style="list-style-type: none">• Knowledge of current issues in the world of work (eg labour market change, issues faced by employers, main areas of public policy having an impact on workforce effectiveness)• Applied knowledge of a variety of research methods, for example:<ul style="list-style-type: none">○ Experience of designing questionnaires and conducting cross-sectional studies○ Experience of qualitative data collection (interviews, focus groups) and analysis○ Critically evaluate and use data from a variety of different sources (academic journals and policy reports) in order to conduct literature reviews• An understanding of research design, ethics and governance.		
Delivering results (35%)		
<ul style="list-style-type: none">• Manage research projects to a high quality and to time and budget• Draft high quality research reports for a range of audiences (HR practitioners, policy-makers)• Develop policy recommendations based on research evidence• Keep up with new policy developments in key research areas.		
Business & idea development (10%)		
<ul style="list-style-type: none">• Identify new business opportunities and ideas, working with CWE, Work Foundation and Lancaster University colleagues and the Business Development team to develop new proposals for funding.		
Developing constructive relationships – internal and external (5%)		
<ul style="list-style-type: none">• Able to manage existing client/ sponsor/ partner relationships and to build new ones• Able to work in partnership and build relationships with colleagues across The Work Foundation and Lancaster University.		
Dissemination (5%)		
<ul style="list-style-type: none">• Communicate findings across a variety of media (e.g. presentations; academic papers; media commentary)• Disseminate research findings to variety of audiences (e.g. sponsors; stakeholder groups; policymakers).		
Management of self & others (10%)		
<ul style="list-style-type: none">• Identify own development needs and seek new skills, knowledge and opportunities for learning.• Adapt quickly and effectively to new people, situations and task demands• Provide support and advice to the team and colleagues across the organisation where appropriate• Undertake any other reasonable task as may be required.		