

JOB DESCRIPTION
Policy Advisor (maternity cover) at the Work Foundation
Vacancy Ref: 1446-24

Job Title: Policy Advisor at the Work Foundation	Present Grade: G7
Department/College: The Work Foundation – Lancaster University Management School	
Directly responsible to: Head of Research	
Supervisory responsibility for: Analyst	
Other contacts	
Internal: WF team, LUMS academic and professional services staff	
External: Government departments, Parliamentarians, research partners, funders/clients	
Job Purpose:	
A Policy Advisor at the Work Foundation (WF) will undertake analysis relating to the UK labour market, delivering research capable of securing improvements to national and local policy, as well as employer practice.	
Major duties:	
<ul style="list-style-type: none"> • Provide high quality and timely analysis, contributing to briefings and research reports that help position the WF as the expert authority in policy and employer practices relating to the world of work • Help secure funded research projects, and effectively manage projects and programmes on a range of themes relating to the UK labour market. 	
Project management and delivery:	
<ul style="list-style-type: none"> • Manage the effective delivery of small to medium sized projects and work on larger projects as directed by the Head of Research • Undertake research using both qualitative and quantitative methods including analysis of secondary data and primary data collection and analysis (including interviews, focus groups and surveys) • Undertake analysis in accordance with codes of conduct around ethics and governance, securing approval and guidance from the LUMS/FASS Research Ethics Committee • Use this evidence to develop recommendations for policy and practice • Keep up to date with ongoing labour market developments, issues faced by employers and policy changes pertinent to the Work Foundation’s priorities and research programme • Disseminate research, identifying priority audiences within Government, Parliament and industry and tailoring communication of findings and recommendations to different audiences through a range of channels (e.g. reports, briefings, think pieces, blogs/social networks, events, workshops, conferences) • Where directed, support responses to ad hoc media requests with the support of senior team and the LU press and communications team, and support the development of media messaging on core research areas. 	
Relationship management:	
<ul style="list-style-type: none"> • Develop and maintain positive and professional relationships with stakeholders for projects managing • Develop new and maintain existing client/ sponsor/ partner relationships as directed 	

- Work in partnership and build relationships with colleagues across WF and LU.

Management of self & others:

- Work in a structured way across multiple activities (e.g. analysis, project management, stakeholder engagement) prioritising where required both personally and for the team
- Collaborate with and support colleagues within the Work Foundation research team and across LUMS,
- Line manage a policy analyst or intern/placement student, supporting their personal development and enabling them to meet individual and organisational objectives.
- Develop and apply understanding of national policy contexts in areas pertinent to the WF (e.g. economic development, employment, skills, health, devolution)
- Identify own development needs and seek new skills, knowledge and opportunities for learning
- Provide support and advice to the team and colleagues across the organisation where appropriate, and seek opportunities to share knowledge and experience with team and colleagues across the organisation, such as internal presentations and events.

Business development:

- Contribute to investigating and drafting proposals for outside funding, as directed by Head of Research
- Look out for new business opportunities and ideas, where follow-on studies and further funding could be attracted.

Other Duties:

Any other duties commensurate with the grade of the post as may reasonably be required by the WF senior team.