

PERSON SPECIFICATION
Policy Advisor (maternity cover) at the Work Foundation,
Vacancy Ref: 1446-24

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Substantial interest and a demonstrable understanding of the Work Foundation's mission and core work areas	Essential	Application Form / Supporting Statement / Interview
Experience of delivering quantitative and qualitative research	Essential	Application Form / Supporting Statement / Interview
Experience of managing projects, from proposal writing to delivery on time and to budget	Essential	Supporting Statement / Interview
Experience of bidding for and securing contract research opportunities	Desirable	Supporting Statements / Interview
Experience of developing evidence-based recommendations to drive changes in policy and/or practice	Essential	Application / Interview
Experience of translating research to a non-technical audience in an engaging way	Desirable	Supporting Statements / Interview
Experience of managing others to achieve corporate and professional development goals	Desirable	Interview

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- **Application Form** – assessed against the information provided in your application form and curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** – applicants are asked to provide a statement (with examples of experience) to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, or through tests or presentation etc.