

## **JOB DESCRIPTION – HEAD OF RESEARCH**

<b>Location:</b>	Leicester, London or Cardiff
<b>Team:</b>	Research and Development
<b>Line Manager:</b>	Assistant Director, Research & Development
<b>Salary:</b>	£40,000 - £50,000 per annum, depending on experience and location

### **MAIN PURPOSE**

This is a key role within Learning and Work Institute's research and development team. You will be responsible for leading, managing and delivering high profile research and development work, and supporting colleagues within the organisation to do the same.

The role will involve providing effective leadership and oversight of a range of programmes and projects across learning, skills and employment. This includes: building relationships with key funders, partners and decision-makers; proactively generating income and business development opportunities; leading a programme of research and development work aligned to our strategic plan; overseeing the quality and delivery of programmes and projects; and ensuring that our work achieves a positive impact on policy and practice research.

You will bring extensive expertise in applied research, a track record in leading projects and in business development, and a good understanding of the policy and delivery context for learning, skills and/or employment.

### **DUTIES AND RESPONSIBILITIES**

- Design and lead research and development programmes and projects across the breadth of L&W's strategic priorities – ensuring that work is delivered to time and quality expectations, within budget, and with appropriate measures of its impact.
- Work with colleagues to identify and secure sources of income including through proactive approaches to funders and partners, responding to tenders and calls for proposals, and through the development of products and services.
- Develop and maintain effective relationships and networks with key stakeholders involved in relevant policy, delivery and research – including national and local government, other national/local agencies, trusts and foundations, service providers, and other research centres and think tanks.
- Keep up to date with key developments in policy, research and practice on learning, skills and employment; and on innovations in research and evaluation methods and tools.

- Proactively provide advice, support and guidance to colleagues across L&W in order to improve the quality and impact of our research, working closely with other Heads within the R&D team and with the Senior Management Team.
- Contribute to the personal and professional development of the L&W research team, including through line management of senior researchers and/ or researchers.
- Work with the head of policy and communications to communicate and promote our work and to identify opportunities for research and evidence to influence policy and practice across L&W activities.
- Contribute a positive, open and collaborative leadership style to the organisation, operating in line with Learning and Work Institute's core values and Staff Charter.
- Support the governance of the organisation, including by producing or contributing to reports and presentations for the Company Board.
- Demonstrate a commitment to equality of opportunity.
- Travel and occasional overnight stays will be required.

## PERSON SPECIFICATION

	Essential/ Desirable
Post-graduate Degree (in a relevant subject), equivalent qualifications or evidence of equivalent experience.	E
<b>Skills</b>	
Excellent quantitative and/or qualitative research skills.	E
Ability to review and critically appraise data and empirical literature	E
Strong communication and interpersonal skills, with the ability to engage a range of audiences, stakeholders, funders and partners.	E
Excellent organisational and planning skills, including programme, resource and performance management.	E
Ability to design, develop and utilise appropriate methods and tools to support high quality research.	E
Strong people management skills, including developing and motivating direct reports, colleagues and consultants.	E
Ability to work under own initiative with a proactive approach to problem solving.	E
Proven skills in writing for and speaking to a range of audiences to ensure impact, and in using different channels and media.	E

	Essential/ Desirable
<b>Knowledge</b>	
Advanced knowledge of a range of research and evaluation methods and their application.	E
Understanding of current policy and practice in learning, skills and/or employment, at a national and/or local level.	E
Knowledge of, and commitment to, Learning and Work Institute's charitable aims and purpose.	E
A clear understanding of project management processes and the importance of clear project/performance management frameworks.	E
Sound knowledge of application of research ethics and data management	E
<b>Experience</b>	
Proven track record in delivering complex and high profile programmes of research, including managing and mobilising resources, and delivering to time and quality expectations within budget.	E
Experience of learning, skills and/or employment policy and practice	E
Experience of developing and leading a high-performing team, including co-ordinating and managing projects and priorities, and supporting professional and personal development.	E
Proven track record in building strong relationships with government, delivery organisations, partners and funders.	E
Experience of delivering a range of research outputs – for example research reports, thematic reviews, articles, blogs and summaries	E
Successful experience of income generation, including developing research proposals, developing funding relationships and bid writing.	D

Learning and Work Institute works in both England and Wales. Our work in Wales is led by a Cardiff based team, but all staff are required to follow the guidance set out in our Welsh language scheme when working in Wales.

Reviewed: June 2020

