

## **JOB DESCRIPTION – RESEARCH MANAGER**

**Salary:** £32,000 to £41,000 per annum, depending on experience and location

**Location:** Leicester / London / flexible. Hybrid working: home-based 2-3 days per week, and the remainder in an L&W office

**Contract:** Full-time role / flexibility or part-time considered

### **MAIN PURPOSE**

This is a key role within Learning and Work Institute, with responsibility for managing and delivering high-profile research, evaluation and development work across learning, skills and employment.

The role involves the design and delivery of large and complex research and evaluation projects; managing budgets and resources; working effectively with team members, partners, funders and other stakeholders; and ensuring that our work makes an impact on policy and practice.

The ideal candidate will bring strong research and evaluation skills, a track record of delivering projects and an interest in the policy and/or delivery context for learning, skills and employment. Experience of designing and delivering evaluation projects would be a particular advantage.

### **DUTIES AND RESPONSIBILITIES**

- Design, manage and deliver multiple and complex research and evaluation projects across learning, skills and employment. This includes liaising with funders, managing project teams, ensuring that work is delivered to time and quality expectations, and within budget.
- Develop and implement appropriate research methodologies and methods, evaluation strategies and research tools.
- Lead on the production of high-quality research and policy reports, interpreting evidence in a way that is accessible to a wide range of audiences.
- Disseminate research findings through written reports, media articles, blogs and presentations. Communicate the work of L&W through print and broadcast media.
- Develop and maintain effective relationships and networks - including national and local government, trusts and foundations, and other research centres and thinktanks – and represent L&W at events and external meetings.
- Support income generation leading the development of proactive proposals and responses to tenders.
- In collaboration with senior R&D staff, support the development and training of the wider team.
- Line manage researchers, as required.
- Demonstrate a commitment to equality of opportunity and a positive, open and collaborative approach in line with L&W's core values and Staff Charter.
- Travel and occasional overnight stays will be required as appropriate.

## PERSON SPECIFICATION

	Essential/ Desirable
Degree (in a relevant subject), equivalent qualifications or evidence of equivalent research and analysis experience	E
Understanding and application of a range of research and evaluation methodologies and methods	E
Proven track record in designing and delivering large and complex research and/or evaluation projects to meet funders' requirements, including to time and quality expectations, within budget	E
Excellent organisational and planning skills, that ensure work is effectively prioritised to meet deadlines, including effective and efficient resource allocation	E
Ability to work under own initiative with a proactive approach to problem solving	E
Well-developed communication and interpersonal skills with the ability to engage a range of audiences, stakeholders, funders and partners	E
Proven skills in writing for and speaking to a range of audiences to ensure impact	E
Experience in developing research and evaluation proposals, and proven track record of securing funding.	E
Understanding of learning, skills and/or employment policy and/or practice across England and/or Wales.	D
Experience of line managing, and supporting the professional development of research staff	D

The successful candidate will be required to undergo an enhanced DBS check.

L&W works across the UK. 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: May 2022