

JOB DESCRIPTION – HEAD OF PROGRAMME

Location:	Hybrid – approx. 2-3 days in the office in London / Leicester / flexible
Team:	Research and Development
Line Manager:	Deputy Director
Salary:	£44,625 - £57,750 per annum, depending on experience and location

ABOUT US

Learning and Work Institute is an independent policy and research organisation focused on lifelong learning and better work. Our vision is for a fair and prosperous society where learning and work enable everyone to realise their potential. We research what works, influence policy and develop new ideas to improve practice.

MAIN PURPOSE

This is a key role within Learning and Work Institute (L&W), responsible for delivering a high-profile programme of research and development, particularly focused on work, job quality, employment support, in-work progression and inclusion.

This will involve leading programmes of research and development work aligned to ambitions in our strategic plan 2024-2029: making the case for widening support to find suitable work to groups who currently miss out, in particular disabled people; improving employment support and in-work progression by evaluating programmes, disseminating evidence and identifying new ideas to trial; focusing on how work, skills and health services (and wider support services) can work better together to support more people into work; and considering how to promote healthy and inclusive workplaces with access to training and development opportunities.

You will bring expertise in applied research; a track record in developing and delivering programmes of work; experience in business development and; a passion for making an impact.

This role works alongside peers of the Head of Learning for Young People, the Head of Essential Skills, the Deputy Heads of Research, as well as with our team in Wales and across the organisation. You will need to work collaboratively and enthusiastically as part of L&W's leadership team of Heads and Directors, and role-model our values and behaviours.

DUTIES AND RESPONSIBILITIES

Research and Development

- Design and lead research and development (R&D) programmes and projects, particularly on employment, job quality and the labour market.
- Identify and secure income to fund projects, including through proactive approaches to funders and partners, and responding to tenders and calls for proposals.
- Ensure that work is delivered to time and quality expectations, within budget, with appropriate measures of its impact, and with regular engagement with partners and funders.
- Develop and maintain effective relationships and networks with key stakeholders involved in relevant policy, delivery and research fields – including national, regional and local government, other national/local agencies, trusts and foundations, service providers, and other research centres and think tanks.
- Speak and present at external events as a representative of L&W.
- Keep up to date with key developments in policy, research and practice, especially on employment, employment support, labour market issues, and social and economic inclusion.

Organisational duties

- Manage researchers (line and project management) positively and proactively contributing to their personal and professional development.
- Work collaboratively, leading with integrity and sharing the load, being willing to take on projects outside of programme if needed.
- Play an active role in the organisation as a functional and strategic leader, as part of L&W's R&D Heads and Leadership teams.
- 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, called 'Our Culture'.
- Occasional travel and overnight stays will be required.

PERSON SPECIFICATION

	Essential/ Desirable
Degree (in a relevant subject e.g. economics, other social science, statistics), equivalent qualifications or evidence of equivalent experience.	E
Proven track record in delivering complex and high-profile programmes of research and development work, including managing and mobilising resources, and delivering to time and quality expectations within budget.	E
Strong understanding of quantitative and/or qualitative research, with the ability to design, develop and utilise appropriate methods and tools to support high quality research and development work.	E
Proven track record in building strong relationships with government, delivery organisations, partners and funders.	E
Excellent organisational and planning skills, including programme, resource and performance management.	E
Excellent team player with a can-do attitude, with strong people management skills, including developing and motivating direct reports, colleagues and consultants.	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
Strong client handling capabilities, with excellent communication and account management skills.	E
Ability to work under own initiative with a proactive approach to problem solving.	E
Knowledge of and commitment to L&W's charitable aims and purpose.	E
Strong understanding of maximising organisational impact, through impact measures and framework.	D
Understanding of current policy and practice in relation to employment and the labour market, and low pay and progression, at a national and/or local level.	D
Successful experience of income generation, including developing research proposals, developing funding relationships and bid writing.	D
Experience of working in or closely with a policy, communications, media and/or public affairs team.	D

	Essential/ Desirable
Experience of delivering a range of policy and research outputs – for example research reports, thematic reviews, articles, blogs and summaries	D

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

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: March 2024

