

JOB DESCRIPTION – HEAD OF EVIDENCE

Location:	Leicester, London or Cardiff
Line Manager:	Deputy Director
Salary:	£40,000 – £50,000 per annum, depending on experience and location
Duration:	Permanent
Working hours:	Full time
Start date:	ASAP

MAIN PURPOSE

This is a key role within Learning and Work Institute's new 'what works' function, with responsibility for leading and managing the generation and dissemination of high-quality evidence and knowledge. You will play an integral role in establishing an independent and world-class hub for evidence and advice on learning, skills and employment. As Head of Evidence, you will work with the Deputy Director to establish and shape the unit, and ensure it has a lasting positive impact.

The role involves building relationships with key local and national partners; leading the design, development and dissemination of high-quality analysis and evidence reviews; 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 knowledge and experience of a range of analytical and evaluation techniques, a track record of delivering projects, building networks and an interest in the policy context for learning, skills and employment.

DUTIES AND RESPONSIBILITIES

- Design and deliver high quality evidence and analysis, including evidence synthesis projects and quantitative analysis, to support policy makers, commissioners and practitioners to make evidence-based decisions and target interventions appropriately;
- Work with commissioners and practitioners to support the implementation of evidence-based approaches and the development of new trials and pilots;
- Ensure research and findings are shared with key stakeholders, including policy makers, commissioners and practitioners, in an informative and accessible way;
- Lead the design and delivery of toolkits and other dissemination products which key stakeholders can engage with and use to drive change in the way they design and deliver services;
- Develop and maintain effective relationships and networks with key stakeholders involved in relevant policy, delivery and research – including national governments, local government, trusts and foundations, service providers, and other research centres and think tanks;
- Build partnerships with academics and other research institutes to deliver research and analysis;

- Proactively provide advice, support and guidance as a ‘what works’ lead, working closely with other senior R&D staff, to ensure that our policy, practice and promotion activity is underpinned by robust research evidence and achieves impact;
- Develop and maintain effective relationships and networks – including national and local government, trusts and foundations, providers, and other research centres and think tanks – and represent L&W at events and external meetings;
- Support income generation, in collaboration with other L&W staff, including leading and contributing to research proposals.
- Support the development and training of the wider team in collaboration with other senior R&D staff.
- Line manage senior researcher and researchers, as required.
- Contribute to a positive, open and collaborative approach, operating in line with Learning and Work Institute’s core values and Staff Charter.
- Demonstrate a commitment to equality of opportunity.
- Travel and occasional overnight stays will be required.

PERSON SPECIFICATION

	Essential/ Desirable
Degree (in statistics, economics, research or other relevant social science), equivalent qualifications or evidence of equivalent research and analysis experience.	E
Skills	
Advanced quantitative or mixed methods research skills, including ability to review and critically appraise data and empirical literature.	E
Ability to develop and utilise appropriate methods and tools to support high quality research and analysis.	E
Well-developed skills in managing and delivering a range of research and development projects, including effective and efficient resource allocation.	E
Excellent organisational and planning skills, including programme, resource and performance management.	E
Ability to work under own initiative with a proactive approach to problem solving.	E
Strong communication and interpersonal skills with the ability to engage a range of audiences, stakeholders, funders and partners.	E
Strong people management skills, including developing and motivating direct reports, colleagues and consultants.	E
Proven skills in writing for and speaking to a range of audiences to ensure impact, including making empirical data accessible for different audiences, and in using different channels and media.	E

	Essential/ Desirable
Knowledge and experience	
Experience in delivery large evidence syntheses (e.g. literature reviews and systematic reviews).	E
Advanced knowledge and experience of a range of analytical and evaluation techniques, including impact evaluation.	E
Proven track record in delivering research projects to meet funders' requirements, including to time and quality expectations, within budget.	E
A clear understanding of project management processes and the importance of clear project/ performance management frameworks.	E
Understanding of learning, skills and/or employment policy and/or practice across England and/or Wales.	E
Experience in developing research proposals and proven track record of securing funding.	D
Proven track record in building strong relationships with government, delivery organisations, partners and funders.	E
Experience in developing and leading high-performing teams, including coordinating and managing projects and priorities, and supporting professional and personal development.	E

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: May 2019