

## **JOB DESCRIPTION – RESEARCH MANAGER**

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| <b>Location:</b>     | Leicester or London   |
| <b>Team:</b>         | Research and Development  |
| <b>Line Manager:</b> | Head of Research  |
| <b>Salary:</b>       | £30,000 - £39,000 per annum, depending on experience and location |

### **MAIN PURPOSE**

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

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

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

### **DUTIES AND RESPONSIBILITIES**

- Design, manage and deliver multiple R&D 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.
- Proactively engage with colleagues across L&W to ensure that our policy, practice and promotion activity is underpinned by robust research evidence, and achieves impact.
- Develop and implement appropriate research methodologies and methods, evaluation strategies and research tools.
- Lead on the production of high-quality research and policy reports.
- Represent L&W with key stakeholders – including national and local government, trusts and foundations, providers, and other research centres and think tanks.
- Support income generation, in collaboration with other L&W staff, including leading and contributing to research proposals.
- In collaboration with senior R&D staff, support the development and training of the wider team.
- Line manage researchers, as required.
- Contribute to L&W's wider agenda of influencing policy, supporting better practice and promoting adult learning and full employment.
- 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/<br>Desirable |
|---|-------------------------|
| Masters Degree (in a relevant subject), equivalent qualifications or evidence of equivalent research and analysis experience.                                   | E                       |
| <b>Skills</b>   |                         |
| Well-developed skills in designing, managing and delivering a range of research and development projects including effective and efficient resource allocation. | E                       |
| Strong organisational and planning skills, that ensure work is effectively prioritised to meet deadlines.   | E                       |
| Ability to develop and utilise appropriate quantitative or qualitative methods and tools to support high quality research and analysis.                         | 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                       |
| <b>Knowledge</b>  |                         |
| Understanding and application of a range of research and evaluation methodologies and methods   | E                       |
| Understanding of learning, skills and/or employment policy and/or practice across England and/or Wales.   | D                       |
| <b>Experience</b>   |                         |
| Proven track record in delivering research projects to meet funders' requirements, including to time and quality expectations, within budget.                   | E                       |
| Experience in developing research proposals and proven track record of securing funding.  | 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