

JOB DESCRIPTION – HEAD OF EMPLOYMENT

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

MAIN PURPOSE

This is a key role within Learning and Work Institute, responsible for developing and delivering a high-profile programme of work focused on employment and the labour market, and for leading our efforts to tackle low pay and support in-work progression.

This will involve: 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 a strong understanding of the policy and delivery context for learning, skills and employment; a track record in developing and delivering programmes of work; proven success in business development; and expertise in applied research.

DUTIES AND RESPONSIBILITIES

- Design and lead R&D programmes and projects on employment and the labour market, and on low pay and progression – 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 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 employment and the labour market, and on low pay and progression.
- Line manage and support the development of Research Managers and Researchers.

- 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 Policy and Communications team to communicate and promote our work and to identify opportunities for research and evidence to influence policy and practice across L&W activities.
- Play an active role in the organisation, including by producing or contributing to reports and presentations for the Board.
- 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.

PERSON SPECIFICATION

	Essential/ Desirable
Degree (in a relevant subject e.g. economics, other social science, statistics), equivalent qualifications or evidence of equivalent experience.	E
Skills	
Quantitative and/or qualitative research skills, including 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 and development work.	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
Knowledge	
Knowledge of a range of qualitative and/or quantitative research and evaluation methods and their application.	E

	Essential/ Desirable
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.	E
Knowledge of and commitment to L&W'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
Experience	
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
Experience of policy and practice in relation to employment and the labour market, and low pay and progression.	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

The successful candidate will have 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: Dec 2019

