

JOB DESCRIPTION – ECONOMIC RESEARCHER

Location:	Leicester or London
Team:	Research & Development
Line Manager:	Research Manager
Salary:	£22,000 - £29,000 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 developing high-quality evidence and knowledge. You will play an integral role in maintaining excellence in the production of evidence and advice on learning, skills and employment. The ideal candidate will bring strong knowledge and experience of a range of analytical and evaluation techniques and an interest in the policy context for learning, skills and employment.

DUTIES AND RESPONSIBILITIES

- Contribute to high quality evidence synthesis projects and evaluations to support policy makers, commissioners and practitioners to make decisions grounded in the latest, best available research.
- Undertake quantitative analysis to explore the effectiveness of different interventions and identify cohorts and areas most likely to benefit from them.
- Develop and utilise appropriate research and analytical methods and tools.
- Develop and manage systems for gathering, recording, analysing and presenting data from a range of projects for maximum impact.
- Contribute to the production of high-quality research, policy and evaluation reports, interpreting often complex evidence in a way that is accessible to a wide range of audiences.
- Support the implementation of evidence-based approaches and the development of new trials and pilots.
- Ensure research and findings are communicated to key stakeholders, including policy makers, commissioners and practitioners, in an informative and accessible way.
- Support the design 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.
- Manage small projects and lead on elements of large projects.
- Support the development and training of the wider team in collaboration with senior R&D staff.
- Support income generation, in collaboration with other L&W staff, including contributing to the preparation of funding proposals.
- Represent L&W at external meetings and undertake public speaking/presentations with support as necessary.

- Undertake project administration and coordination tasks related to research activity.
- Supervise interns, associates and temporary staff in relation to research activity, including possible line management responsibility for research interns.
- 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 a relevant subject e.g. economics, other quantitative social science, statistics or data science), equivalent qualifications or equivalent experience in research and development, economics or statistics	E
Skills	
Excellent economic/statistical/quantitative research skills.	E
Well-developed communication and interpersonal skills with the ability to engage a range of audiences, stakeholders, funders and partners.	E
Excellent organisational and planning skills, that ensure work is effectively prioritised to meet deadlines.	E
Ability to develop and utilise appropriate methods and tools to support high quality research.	E
Ability to robustly collect and analyse data that supports the reach and impact of Learning and Work's research, development and policy work.	E
Ability to work, unsupervised, under own initiative with a proactive approach to problem solving.	E
Ability to write for and speak to a range of audiences to ensure impact.	E
Ability to use quantitative data analysis software packages (for example, R, STATA, SPSS etc).	D
Knowledge	
Good knowledge of a range of analytical and evaluation techniques, including impact evaluation.	E
Understanding of learning, skills and/or employment policy and/or practice across England and/or Wales.	D

Experience	
Strong track record of organising, co-ordinating and managing a range of activities against competing deadlines and priorities.	E
Experience of undertaking policy-related research projects, using a range of research methods	D
Experience of undertaking impact evaluation and/or cost benefit analysis	D

The successful candidate will have to undergo an enhanced DBS check.

Learning and Work Institute works in both England and Wales, and research staff are expected to work across the organisation. 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