

Job Description

Job Title:	Senior Research Officer
Group:	Research
Dept/Project/Service:	Public Research
Reports to:	Head of Research
Responsible for:	Research Officer(s)
Usual office base:	Any EDT office
Grade:	4

Job Purpose:

Senior Research Officers (SROs) fulfil a range of functions within Education Development Trust (EDT):

- They are core members of the team that has responsibility to deliver the Public Research Portfolio;
- They are core members of the team that has responsibility for driving, growing and delivering contract research work for clients;
- They are research experts that lead the development of research engagement, capacity building and support members of staff in other departments across the business.

Through these functions, SROs help the Head of Research to lead the research activity and evidence engagement, grow our engagement with clients, develop our corporate profile and ensure we produce research evidence that fits with our core areas of interest.

Reporting to the Head of Research, SROs will support delivery of the public research and contract work and will contribute to the delivery of a mix of projects that are part of EDT's Public Research, Contract Research and consultancy portfolios. This work will involve leading research projects, leading proposal writing, managing teams and being involved in work across the organisation (for example Research & Development (R&D) projects).

Through the delivery of consultancy & contract research work, SROs will have the opportunity to engage with a wider group of colleagues across the business, particularly those in Research and Consultancy, and our UK and international programmes. The SROs will be required to contribute extensively to the writing of research bids/proposals, sometimes leading this work, and to contribute to the development of research solutions in larger ESG managed opportunities.

The SRO has responsibility to ensure that all research tasks are completed to the highest standard and to support less experienced members of the team to do the same.

The SRO will play a lead role in planning for and carrying out our agreed dissemination activities and to promote EDT as an evidence -informed organisation.

Job Objectives:

1. In conjunction with the Director of Research and the Head of Research, develop and deliver the Investment Fund research strategy in line with the Executive Team's and Trustees' (Education Impact Committee) vision.
2. Commission, with support of in-house relevant teams (HR, Resourcing, Consultancy), third party (internal and external) research expertise to deliver the research portfolio of projects.
3. Oversee research activity linked to the Investment Fund portfolio of projects (including scoping projects, working with partner organisations, managing research project teams, managing tender processes where applicable, setting up legal teaming agreements and contracts with support from the in-house legal team, research project and programme management, setting and monitoring project budgets, reporting on progress).
4. Provide specialist technical expertise on research and evaluation methods and methodologies, research approaches, report writing/editing and research project management.
5. Provide specialist technical expertise on research and evaluation methods to other departments and projects within EDT (including the delivery of training in research methods internally and externally where relevant) and provide services to R&D as agreed with line managers.

6. Manage the internal research team (Research Officers) and their work to ensure high quality and excellent delivery of work and ensure professional development needs are realised.
7. Monitor and report on progress of research projects to ensure each project is delivered on time and budget and in line with EDT's expectations and requirements.
8. Quality assure and, where necessary, provide intervention to improve final research reports for publication.
9. Support the Director of Research and the Head of Research to plan and execute dissemination plans to ensure suitable internal and external dissemination and promotion of each research report and conduct project dissemination activities where relevant.
10. Support the Director of Research and the Head of Research to report to the Education Impact Committee on the progress of the research portfolio and provide them with proposals for new work as required.
11. Ensure proper management of research project budgets.
12. Ensure EDT is represented and promoted as a research organisation at key events, on key committees and amongst key stakeholders internationally.

Specific contract research job objectives:

1. Lead, manage and quality assure new business development opportunities related to research and evaluation.
2. Contribute to the development of bids and proposals as needed, leading this where appropriate – this may require being part of or leading complex international multi-disciplinary bid teams.
3. Support the Director of Research and the Head of Research to develop and operationalise the strategy for growing the portfolio of contract research work.
4. Liaise with colleagues in other teams to respond to opportunities.
5. Network and drive business development opportunities in line with the contract research growth strategy.

Scope:

The role may require the line management of research officer and internships as well as project teams. The role holders may have specific responsibilities to manage and lead specific projects to time and budget.

The role will require overseas travel and occasional work outside office hours.

Person Specification:

Knowledge

Essential:

- » Advanced/higher degree or equivalent in a relevant field
- » Experience working in developed and developing countries - experience and knowledge of international development essential.
- » Excellent practical knowledge and understanding of social science research methods
- » Practical knowledge and understanding of monitoring and evaluation (and learning) approaches
- » Extensive experience of applied research, Monitoring & Evaluation, research methods and analysis
- » Knowledge of education policy and practice in a research context

Desirable:

- » Expertise and knowledge of at least one areas of our core areas of interest (system reform, teacher development, leadership, accountability, collaboration, careers)
- » Good political and strategic awareness of education context in at least one of the geographies that we are working (SSA, MENA in particular)
- » Strong generalist understanding of the education sector
- » Good technical knowledge in comparative education, international education and education in middle- and low-income contexts

Experience

Essential:

- » Experience of managing and delivering a portfolio of projects
- » Experience of line management, including performance management
- » Familiarity with secondary data sources that are in the public domain
- » Familiarity with research ethics protocols

- » Experience of analysing and presenting data to non-technical audiences
- » Preparation of reports which are objective and accessible to read
- » Successful budget management experience
- » Evidence of using commercial awareness in a research context
- » Published research or presented conference papers related to areas of expertise
- » Understanding of and experience working within a low-income context
- » Proven ability to develop relationships with key stakeholders

Desirable:

- » Contract management
- » Education and/or public sector experience

Skills

Essential:

- » Excellent written communication skills and ability to guide and supervise others in writing tasks.
- » Ability to use information technology effectively, including statistical packages such as SPSS/STATA and other programmes such as NVIVO
- » Excellent quantitative and qualitative skills
- » Excellent editing skills and ability to edit other's work to publishable standard.
- » Confidence in managing researchers including discussing and debating research methods and analysis
- » Highly developed organisational skills, with the ability to plan and manage own workload and coordinate input from others
- » Strong written and verbal communication skills, and the confidence to communicate at all levels
- » Strong analytical reasoning and the ability to assimilate data from a range of sources for a range of purposes
- » Proven networking and relationship building abilities
- » Ability to perform well under pressure and to tight deadlines
- » Proactive attitude towards progressing Education Development Trust's research function
- » Use of quantitative and qualitative research methods

Desirable:

- » Successful proposal/bid writing experience

Our Values



Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure and Barring Service (DBS). This will be at minimum a basic DBS check.

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.