



Job Description

Job title:	Senior Research Officer, Careers & Employability
Group:	Education Services Group (with Terms of Reference (ToR) to connect to Research team)
Dept/Project/Service:	Careers (with TOR connecting to Research Team)
Reports to:	Strategic Business Development Manager
Usual office base:	Careers team office (flexible)

Job purpose:

The Senior Research Officer, Careers & Employability (SRO, C&E) is a part of the Careers team and is connected to the central Education Development Trust Research team.

The post holder leads and manages the development and execution of a research strategy, plan and activity to grow and deepen research within and connected to Careers and Employability. The growth of evidence and research linked to careers work is needed to support service improvements, positioning and to inform succession work of the ESF project(s) that will help to maintain the impact of the ESF investment beyond the life of the project(s)..

The SRO, C&E is responsible for ensuring we are maximising opportunities:

- To identify and undertake specific research projects that will aid the effective delivery of the European Social Fund (ESF) funded 'Making a Difference' and 'North East Ambition' programmes.
- to capture our impact in appropriate ways, working with Monitoring, Evaluation and Learning (MEL) colleagues in other areas of the business and adopting models built centrally;
- to ensure we are learning from the above work;
- to identify research topics and work with the wider corporate research functions to ensure priority work is undertaken and helps to build successor initiatives that would support ongoing impact/legacy of the ESF project(s)
- to support business development and business building in new areas through the curation and creation of evidence and research;

The SRO, C&E is an affiliated member of the Research team and as such they:

- are required to attend research team meetings, act in accordance with professional expectations of all researchers and build connections between the portfolios of work;
- are connected to the Corporate Strategic Growth function and are a member of the pan-organisation team that has responsibility for driving, growing and delivering contract research work for clients;
- have to have, and keep up to date, research expertise so they can lead the development of research engagement, capacity building and support members of staff in other departments across their team and wider business.



Responsibilities:

1. In conjunction with the Careers and Employability team and the Head of Research, develop and deliver a Careers and Employability MEL and research growth strategy in line with the requirements of EDT's ESF programmes in the North East and their successor programmes, the Research Growth strategy and strategic vision for Careers and Employability work at the Trust.
2. Commission, with support of in-house relevant teams (HR, Resourcing, Consultancy), third party (internal and external) research expertise to deliver the research projects.
3. Oversee research activity linked to the Careers and Employability research and MEL portfolio of projects (including scoping projects, working with internal partners – i.e. Research and Impact team leads, 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 areas of Careers projects/programmes.
6. Manage any voluntary/seconded or employed Research or MEL Officers and their work to ensure high quality and excellent delivery of work and ensure professional development need 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 Education Development Trust's expectations and requirements.
8. Quality assure and, where necessary, provide intervention to improve final research reports for publication.
9. Support 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 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. The SRO, C&E will support business development activity as needed to support the development of research activity within new programmes.



12. The SRO, C&E will act as a key liaison point between the Careers and Research teams, attending meetings and undertaking professional development as part of the Research team.
13. Conduct research activity including proposal writing, reviews, fieldwork and data collection, analysis and reporting of data.
14. Manage the set up and management of external partnerships in the research, including managing stakeholder queries and communications.
15. Build and grow a Careers and Employability research network in partnership with the central Business Development and strategic growth functions and with the Research team – to support the future development of regional research activity.
16. Write reports, conduct presentations and showcase Education Development Trust work as required.

Scope:

The post holder will have access to a small budget from the Careers and Employability work and may be able to access the central research team's budget for specific activities – in line with usual practices and annual cycle of budget setting. Budget sign off will be subject to approvals – spend must be in line with the strategy and follow agreed practices set by the Trustees (for use of the Research investment).

Person specification:

Knowledge:

Essential:

- Advanced/higher degree or equivalent in a relevant field
- 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, M&E, research methods and analysis
- Technical knowledge about Careers and Employability sector
- Knowledge of education policy and practice in a research context

Desirable:

- Expertise and knowledge of careers and employability
- Good political and strategic awareness of education context
- Strong generalist understanding of the education sector
- Good technical knowledge in comparative education

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:

- Ability to use information technology effectively, including statistical packages such as SPSS/STATA and other programmes such as NVIVO
- Excellent quantitative skills
- Excellent written ability
- Excellent editing skills
- 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

Competency Band: 3

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Delivering the vision	Motivating Others
Integrity - Supporting and Building Trust	Upholding principles and values	Communicating with impact and empathy
Accountability - Delivering and Improving	Driving performance	Delivering commercial outcomes



Collaboration - Engaging and Partnering	Engaging others to achieve goals	Influencing and negotiating
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Job family:

Research

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 for applicable roles, successful candidates are subject to relevant criminal record checks with national police authorities or the UK's Disclosure and Barring Service.