
The Education and Employers Taskforce is looking to recruit a Senior Researcher to lead and support a range of research-related activities. The contract will be for 12 months with potential for extension.

To apply: please email CV plus covering letter setting out skills and experience as related to the person specification below. Applications should be sent to: rob.mckenzie@educationandemployers.org by 4 p.m. on Wednesday 28 November. Interviews are provisionally arranged for 5 December.

About the Education and Employers Taskforce

The Taskforce vision is to ensure that ‘every school and college has an effective partnership with employers to provide its young people with the inspiration, motivation, knowledge, skills and opportunities they need to help them achieve their potential and so to secure the UK's future prosperity’.

The Taskforce represents a coming together of partners from the public sector, third sector and private sector, all committed to deepening relationships between schools and colleges and employers. The Taskforce is led by senior representatives of the employer/workforce communities (eg, CBI, TUC, CIPD, FSB, BCC), in tight partnership with leading representative bodies from the worlds of education (the teaching unions: NUT, NASUWT, NAHT, ASCL, ATL, AoC), employment and Government. We are a registered charity. In addition to managing an ambitious research programme, the Taskforce has developed and runs two delivery programmes: www.inspiringthefuture.org which connects state schools and colleges directly with thousands of employers/employee volunteers to support the learning and progression of young people; and, www.speakersforschools.org which allows state schools and colleges to invite hundreds individuals of national prominence into educational settings to speak to young people about the big issues of the day. Both programmes are free of charge to users.

For more information, visit: <http://www.educationandemployers.org/>

Role Profile/Person Specification

Job Title:	Senior Researcher
Reports to:	Director of Policy & Research
Location:	2 nd Floor, Weston House, 246 High Holborn, London WC1V 7EX

Position Status:	Team Member – Research Support
Remuneration:	£27,000 to £34,000 (range) depending on experience and qualifications
Additional Terms:	30 days paid holiday, exclusive of Statutory Holidays, volunteering allowance of up to 5 days
Appointment Terms:	Initially Full Time for 12 months subject to 3 month review with possibility of extension

Job description

Background

The Taskforce research team has established itself, over the last three years, as a leading international centre for research into employer engagement in education. It works closely with leading British academics (notably from the universities of Bath, Warwick and King's College, London), international scholars (including the OECD and Harvard Graduate School for Education) and others, including government analysts, to understand the i) impact of employer engagement in education on young people and employers/employees, and ii) its optimal delivery. The Taskforce research team works to:

- Undertake and present original research itself using a broad range of research methodologies (longitudinal analysis, statistical analysis of survey materials, structured interviews with stakeholders, focus groups, literature reviews, experimental research projects)
- Amplify its own work and that of other scholars through: academic publication, public reports, a monthly seminar series, annual conferences, a bi-monthly research email and an on-line library of resources
- Based on the Taskforce's comprehensive assembly of existing research in the sector, point the direction for further research

Over the next twelve months, the Taskforce research team will lead the completion of a major social return on investment analysis, manage an international research conference and play a leading role in the publication of a new collection of essays by a major academic publisher on the value of employer engagement in education. The team will also undertake a small number of experimental research projects exploring discrete elements of the subject. Much of this work will be undertaken in partnership with external organisations. The Senior Researcher will work closely with the Taskforce's Director of Policy and Research and play a significant role in supporting the work of the research team and, ideally, leading specific research projects. The Taskforce is committed to producing the highest quality of research and significant opportunity exists for the successful applicant to work on projects independently and with high profile scholars leading to highly regarded academic publications and public reports. The Taskforce is in discussion with a Russell Group university to provide further academic recognition for successful applicants with an appropriate profile through a Research Fellow status.

Key accountabilities: Senior Researcher

Research project and programme support information

- Reports to the Director for Policy and Research and provides support to a wide range of research projects for the Taskforce and its partners
- Undertakes analysis of research findings using qualitative and quantitative research tools
- Plays an active role in the design of research projects and their management
- Reviews and oversees the summary of a wide range of academic and associated articles, books and other research publications for inclusion on the Taskforce website
- Reviews and oversees occasional transcription of research materials (interviews notably) by external contractors
- Undertakes the lead administrative role in supporting a collection of commissioned essays on the theme of employer engagement in education
- Contributes to the writing and review of drafts of written work for publication
- Presents research findings (as related to the wider work of the Taskforce) at external events, including conferences and seminars
- Participates, as required, in supporting focus group and structured interviews
- Oversees, and has responsibility for the effective organisation of the Taskforce research library
- Oversees, if appropriate, the work of Research Assistants (temporary or permanent) that The Taskforce may in the future appoint

Research event administration & support

- Takes a lead responsibility, with support from a small team, in organising Taskforce research events, including, but not restricted to the Taskforce annual conference, seminars, and quarterly meetings of the Taskforce Research Group
- Provides proactive management of research events, interviews and meetings, which may include identification of, and liaison with, external contributors
- Organises, with team support, all logistical support for research events and responds to participant requests as necessary
- Acts as a key member of the Taskforce team when representing the Taskforce at events
- Provides an accurate, occasional note-taking responsibility at key meetings of the Taskforce, with a particular emphasis on research content
- Reviews and updates, on a regular basis, the research section of the Taskforce website

Other administrative support

- As required, provides support to achieve effective and efficient administration on behalf of the research and wider Taskforce team
- Provides other administrative support and assistance to the wider Taskforce as directed

Person Specification

Essential and desired skills and knowledge

A. ESSENTIAL (describe the requirements in the role that must be met by a candidate)

- Strong general administrative and organisational skills, including some experience of event management
- Experience of research-based activity and methodology, proficiency in working with research materials
- A knowledge of, and some experience in using, quantitative statistical tools
- Strong written, analytical and presentational skills
- Some knowledge of the education employer research sector
- Ability to manage tasks, priorities and procedures with rigor and accuracy
- Experience of working effectively with a wide range of stakeholders including those at senior level
- Good working knowledge of standard Microsoft Office packages (Word, Outlook, Excel, PowerPoint)

B. DESIRABLE (describe the requirements in the role that would be desirable in a candidate)

- Experience in designing and leading research projects e.g., experimental designs, longitudinal analysis, literature reviews
- Knowledge of public policy making and delivery – in which an interest in, and understanding of, education policy is particularly desirable
- Experience in writing for a variety of audiences, including for publication
- Experience of verbal presentation of research findings to different audiences
- Experience in use of SPSS or comparable quantitative analysis techniques
- Understanding of, and experience in using, academic referencing systems
- Experience of conference administration
- Experience of working effectively in a small team
- Ability to work with limited supervision
- An ability to develop productive relations with external stakeholders
- Experience in film making and audio recording for internet distribution

- Experience of customer relationship management systems, notably Salesforce and website maintenance packages

C. Personal Attributes

- Flexible team player
- Confident and adaptable personal style
- Accuracy and attention to detail

Key Accountabilities

Reports to the Director of Policy and Research

The Director of Policy and Research can be contacted for an informal discussion about the post:
Anthony.Mann@educationandemployers.org.

November 2012