

Resolution Foundation

Job Description: Senior Research & Policy Analyst

Summary

As a senior and key member of the Foundation's research team, the post-holder will develop and lead new policy relevant research projects and conduct research to the highest standards.

Main duties and responsibilities:

- Design, manage and deliver key projects within the research programme by conducting qualitative and quantitative research to the highest standards and developing appropriate policy ideas
- Support the Deputy Chief Executive in developing new projects and policy ideas as part of the Foundation's future research programme
- Disseminate research projects through written reports, media articles, blogs and presentations
- Engage with stakeholders in government, the private sector, the voluntary sector and academia to support and inform the Foundations' research programme
- Communicate the work of the Foundation in the national media
- Represent the Foundation at our own seminars, conferences and other public events as well as events run by other organisations
- Monitor and keep the team informed of external policy developments relevant to the Foundation's research programme
- Other duties as deemed reasonable by the line manager.

The Foundation is a small team and staff members are expected to support each other, work flexibly, and share cross-organisational work in addition to fulfilling individual responsibilities.

Person Specification

This role requires exceptional qualitative and quantitative research skills as well as a thorough understanding and experience of policy development with an emphasis on issues affecting those on low to middle incomes in Britain. The role would suit an individual of outstanding ability with extensive experience in a research or policy environment.

Essential requirements for the post include:

- Excellent qualitative and/or quantitative research skills and experience of using a range of research techniques
- Thorough knowledge and understanding of public policy issues relating to people on low-to-middle incomes in Britain, with specialist expertise in at least one specific policy area
- Proven project management skills and experience of designing, managing and delivering high quality projects on time
- Proven excellent written and presentation skills in a range of formats (briefings, reports, media articles and blogs)
- An understanding of macro-economic issues and how they relate to social policy and policy development
- An understanding of the UK economic and social policy landscape

- Excellent interpersonal skills and the ability to work flexibly as part of a small team in a fast moving environment
- A commitment to the Resolution Foundation's core mission.

Desirable characteristics include:

- Comparative social and economic policy knowledge.

Summary of main terms and conditions

Some of the main terms and conditions for this post are summarised below for information. This summary does not form part of any subsequent employment contract. The Foundation supports flexible working and offers a range of family-friendly policies.

Job title	Senior Research and Policy Analyst
Accountable to	Deputy Chief Executive
Location	London W1S
Salary	£35,000 - £47,000 pa, depending on experience
Contract	2 year fixed-term contract. We also welcome people to apply on secondment.
Working hours	37.5 hours a week, 9.00am to 5.30pm Mon to Fri, although exact timings are flexible. Due to the nature of the post, you will sometimes be expected to work outside these hours.
Annual leave	30 days annual leave per annum plus bank/public holidays.
Probation period	Appointments are subject to a three month probation period, during which time the contract may be terminated with one week's notice.
Notice period	Two months.