



JOB DESCRIPTION

Job Title: Assistant Social Researcher

Directorate: Public Policy Team

Location: 2 Dean Trench Street

PURPOSE OF THE JOB

You will:

- Under the guidance of more senior colleagues, carries out research tasks on specific areas/workstreams within sizeable projects or on small standalone projects. These may include interviewing individuals or focus groups, preliminary qualitative data analysis, attending meetings with funders and research partners, helping to prepare new research bids, and other tasks as described below.
- Support the relevant Project Leader and other research team colleagues by undertaking general project administration.

Commented [CV1]: Any more specific tasks?

KEY RESPONSIBILITIES

1. RESEARCH AND PROJECT MANAGEMENT

- As part of a team, prepare and conduct research using a range of methodologies.
- Support the team to arrange and run specific research activities (including research visits, interviews, focus groups, stakeholder workshops and surveys) and summarise findings.
- Support the team to collect, analyse and present qualitative and quantitative data.
- Draft findings of research activity for senior researchers to review.
- Conduct focussed literature and evidence reviews.
- Provides general research assistance and research related administrative activities.

2. FUNDING AND COMMERCIAL DEVELOPMENT

- Develop an awareness of the funding requirements of the team and has/shares ideas about how to maximise opportunities.
- Support the team to build and maintain strong relationships with funders and partners.

3. DISSEMINATION AND COMMUNICATION

- Contribute to drafting high quality academic and/or policy research output for academic publications, reports, and newspaper or website articles.
- Contribute to presenting research findings to internal and external audiences/funders at conferences and seminars.
- Proactively suggest ideas for ways to promote research more widely and increase impact, and work with colleagues to put into practice the dissemination of research findings

4. GENERAL

- To be responsible for maintaining familiarity with best practice for research ethics
- Adhere to NIESR policies and procedures at all times.
- Being proactive in reviewing and evaluating own performance, identifying areas for improvement and development and discussing development needs with line manager.
- Undertaking, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff.
- Attend and participate in team meetings and other meetings as required.

This job description covers the current range of duties and will be reviewed from time to time. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to change this job description.

PERSON SPECIFICATION

Assistant Social Researcher

Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or covering letter to demonstrate your capabilities, in relation to each point listed under essential requirements in the person specification.

ESSENTIAL REQUIREMENTS

Experience

You will have had experience of:

1. Working on qualitative research. Additional experience of mixed methods projects is an advantage.
2. Managing multiple competing priorities to meet strict deadlines.
3. Working independently and as part of a team to achieve specific outcomes.
4. Constructively challenging the accepted ways of thinking/doing things, and thinking critically to develop new idea, approaches, and ways of working.

Skills, Knowledge and Abilities

1. A Masters degree in a relevant social science (e.g sociology, social policy, anthropology, human geography, social research or similar) that included some qualitative research experience. An equivalent, such as a Bachelors degree with some relevant work experience, will also be considered.
2. Awareness and understanding of a range of social research techniques and methodologies.
3. Excellent written and verbal communication skills, with the ability to present complex ideas and information to different audiences. Some experience of publicising research findings through written outputs and/or giving presentations would be an advantage.
4. High level of attention to detail, with the ability to ensure the accuracy of complex data sets.

5. Ability to build and maintain strong working relationships, with NIESR colleagues and others outside of the organisation.
6. Knowledge of standard software packages and standard data analysis packages.
7. Strong interest in real world social policy issues and developments, in areas such as employment, education, public health and wellbeing, migration, inequality and inclusion.

The following are required of all roles with the organisation. However, you do not need to address these in your application.

- An understanding of and commitment to Diversity & Equality
- Willingness and ability to work hours outside of normal office hours, for example to attend dissemination events at NIESR.
- Willingness to work flexibly in response to changing organisational requirements