



VACANCY

Research Officers

£29,000 to £31,800 depending on skills and experience

We are looking for talented researchers to join our team based in Brighton.

If you would you like to be at the forefront of social research and help influence government policy and employer practice, and you feel you have the skills to match what we are looking for, then we would welcome your application.

The Institute

The Institute for Employment Studies (IES) is a leading independent centre for research and evidence-based consultancy. IES can provide you with an unparalleled opportunity to be involved at the forefront of social research to help bring about sustainable improvements in employment and education policy, and human resource management.

We work closely with government departments, agencies, professional and employee bodies, and employers. We are a registered charity, with around 50 multidisciplinary staff, plus UK and international associates.

For more information on the work that we do and clients we work with, please visit <https://www.employment-studies.co.uk/>.

The role

Becoming a researcher at IES will offer you the opportunity to:

- work with, and learn from, a range of individuals from various subject disciplines and specialisms; and work on several projects simultaneously;
- develop and apply a wide range of research methodologies to a high standard across a diverse range of subject areas focused on employment, HR, labour market and education and employment policy issues;
- synthesise your research findings in a variety of formats (reports, summaries, briefings, and through data visualisations such as infographics);
- develop your understanding and knowledge of major aspects of HR practice and management, designing and delivering impact and cost benefit assessments and UK and international employment and education policy; and
- contribute to developing and preparing project proposals and research designs.

Projects are usually carried out by multidisciplinary teams, and can involve travel throughout the UK, and sometimes overseas.

What we are looking for

We are looking for competent and talented researchers who have the following:

- A genuine interest in making a difference to employment, education and/or HR policy and practices.
- A good understanding of research methods, and the ability to apply a range of research techniques at a high standard. This could be either or all of:
 - Experience and knowledge of using quantitative approaches – for example statistical and economic analyses, handling and manipulating survey and secondary data using bivariate and multivariate techniques and applying statistical tests, data science and using machine learning in analysis;
 - Experience and knowledge of using qualitative approaches – from designing, leading and analysing depth interviews and focus groups with a range of people, and/or applying ethnographic approaches.
 - Experience and knowledge of systematic approaches to evidence synthesis, with ability to apply rigorous approaches to evidence and literature reviews.
- Clear and accurate written and verbal communication.
- Capability to synthesise and report research data, drawing out key issues and report findings clearly and accessibly.
- The ability to juggle priorities and work to tight deadlines.
- Excellent organisational skills and an ability to prioritise own work.
- Ability to work in multiple teams across a range of disciplines and confidence to interact with individuals of varying backgrounds and levels of seniority.


Ideally, you'll have:

- Evidence of significant understanding of UK employment or education policy or employment practice, and interest in labour market/employment/HR issues
- Relevant education –
 - **EITHER** a higher degree in a social science discipline, or equivalent qualification
 - **OR** an undergraduate degree, or equivalent, in an applied social science discipline with work experience demonstrating the core competences of the role
 - **OR** qualifications and/ or research experience at a level equivalent to the above.


We anticipate that we will have more than one vacancy available across our key specialisms. Please note these roles would not suit someone who is continuing in full-time study.


What we can offer you


Comprehensive financial and non-financial rewards and benefits


 The starting salary will reflect the expertise and experience of the successful candidate.


In addition, we offer:


 A contributory career-average defined benefit pension scheme (USS), to which IES pays a monthly contribution of 14.5 per cent of basic salary and you pay 6.1 per cent


 27 days' holiday per year for full-time staff, plus bank holidays and four Institute closure days


 A salary supplement, depending on the Institute's financial performance

 Hybrid and flexible working - with the opportunity to develop a working pattern that supports your work life balance. Our spacious open plan Brighton office is 15 minutes' walk from the city centre with great transport links and free parking

 An employee assistance programme, ongoing wellness offers, discounts and perks scheme, health cash plan and access to an occupational health service


 Support to disseminate your research, build your external reputation and expand your knowledge through working with our expert staff

 Regular meetings with a dedicated line manager to support your performance and help your development, based on a structured appraisal system


 Opportunities for learning and development including a comprehensive internal programme and active career planning

 A comprehensive induction programme with a 'buddy'

 Equal enhanced parental pay for all new parents (maternity, paternity or adoption)

 Pregnancy loss support and support during fertility treatment

 Regular social activities and events organised by our Culture Club

 Up to five days' paid emergency leave per annum to manage unplanned situations

You can learn more about what it's like to work at IES by looking at our [Glassdoor](#) profile.

The post will be based in our office in central Brighton, although we work in a hybrid way and support flexible working. IES offers a friendly workplace culture and has an active social committee. Brighton and the surrounding areas offer a superb location in which to live with easy access to the sea, countryside, and plenty of culture and nightlife. Brighton is close to Gatwick airport (30 mins), London (1 hour) and France (2.5 hours).

The Institute for Employment Studies is a registered charity (no. 258390). IES seeks to be an equal opportunities employer.

Our research and practice are guided by our values and our staff act in accordance with these. Our values centre on: respecting others, acting with integrity, collaboration, curiosity, excellence and compassion.

How to apply

Please apply using a CV, detailing your education and employment history, and covering letter. Your letter should set out your interest in the role and suitability for it, along with the areas of IES work which interest you most and why. Please use the STAR framework (situation, task, action, result), to include details of your experience in:

- using quantitative AND/OR qualitative research methods AND/OR advanced quantitative AND/OR qualitative analytic techniques. Please indicate the statistical or analytical tests you applied and what these showed. (c250 words)
- leading evidence or literature reviews, and of reporting and communicating research with others. (c250 words)
- managing workload, prioritising tasks and working towards multiple deadlines. (c250 words)

Please also complete an Equal Opportunities Monitoring Form, which can be downloaded from the vacancy page here: <http://www.employment-studies.co.uk/vacancies/>.

Please return your CV, covering letter and equal opportunities form to: careers@employment-studies.co.uk or post to Careers, IES, City Gate, 185 Dyke Road, Brighton BN3 1TL (Telephone: 01273 763456)

Closing date for applications: **Monday 18th March 2024**

If you wish to have an informal discussion about this post prior to submitting your application please contact Helena Tulley, HR Generalist on helena.tulley@employment-studies.co.uk. Helena can also put you in touch with one of our researchers to discuss your interest in the role.

The Institute for Employment Studies is actively seeking to improve the diversity of our workforce and welcomes applications from all under-represented communities and groups. We are particularly keen to attract candidates from ethnic minority groups given their under-representation within applied social research. We are a Disability Confident Employer and are happy to make reasonable adjustments to accommodate the individual requirements of candidates with disabilities.

Because of the nature of our work, appointments will be subject to a report from the Disclosure and Barring Service (DBS) or Disclosure Scotland.

The Institute for Employment Studies encourages career development at all ages. Join us and work for an employer that values your experience. #AgeFriendlyEmployer

We are committed to supporting our staff at every stage of their career. That's why we have signed up to the Menopause Workplace Pledge. Find out more about this campaign from the charity [Wellbeing of Women](#).

