



# VACANCY

## Research Officer

£24,000 - £26,000 depending on skills and experience

We are looking for a talented researcher 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 in Brighton 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 over 40 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, education and labour market 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 UK and international employment and education policy, HR practice and management; 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 a competent and talented researcher who has 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.
- Experience and knowledge of using qualitative approaches – from designing, leading and analysing depth interviews with a range of people, and/or applying ethnographic approaches.
- Good numeracy skills, with understanding of statistics and experience of handling and manipulating survey and secondary data using bivariate and multivariate techniques and applying statistical tests.
- Clear and accurate written and verbal communication.
- Capability to lead literature and evidence reviews, draw 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** an undergraduate degree (or equivalent) in an applied social science discipline with work experience demonstrating the core competences of the role.

Please note this role would not suit someone who is continuing in full-time study.

## What we can offer you

### Comprehensive financial and non-financial rewards and benefits

This appointment is expected to be made at the lower end of the scale to allow for development and progression in the role. However, the starting salary will depend on the expertise and experience the successful candidate brings to the job.

In addition, we offer:

- A contributory career-average defined benefit pension scheme (USS), to which IES pays a monthly contribution of 21.1 per cent of basic salary and you pay 9.6 per cent.
- 27 days' holiday per year for full-time staff, plus bank holidays and four Institute closure days.
- an employee assistance programme and occupational health support
- 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
- tailored on-the-job and off-the-job training and development activities dependent on individual needs
- flexible working arrangements that can be agreed to help you balance work commitments with your life outside of it.
- a comprehensive induction programme with a 'buddy'.

Although staff are currently working from home due to the Covid-19 pandemic, the post will be based at IES's head office in central Brighton. 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).

## How to apply

**Please apply on a standard IES application form. CVs will not be considered.** You can download an application form on the vacancy page of the IES website, found here: <http://www.employment-studies.co.uk/vacancies/>. Please return a completed form to:

[careers@employment-studies.co.uk](mailto: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 18<sup>th</sup> January 2021, Midday**

If you wish to have an informal discussion about this post prior to submitting your application please contact Helena Tulley, HR Assistant on [helena.tulley@employment-studies.co.uk](mailto: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.

Current British and European law states that we cannot employ a person aged 16 or over who does not have permission to live and work in the UK. You should make yourself aware of how immigration laws apply to your situation before applying for any jobs (see Home Office UK Border Agency website).

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 BAME candidates given their under-representation within applied social research. We are also 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.

We are unable to apply for work permits/tier applications until all our options for sourcing a recruit from European Economic Area/European Union (EEA/EU) countries have been eliminated. This effectively means that we are very unlikely to apply for a work permit/tier application unless a candidate has rare skills, which we cannot source from within the EU/EEA.