

## Job Description:

# Associate Director

**SALARY BAND £43K TO 55K (DEPENDING ON EXPERIENCE) + BENEFITS + BONUS**

*Email CV and cover letter to Sarah.trivedi@cfe.org.uk*

### Are you what we're looking for?

Due to our continuous growth as one of the UK's leading social research agencies, and the undertaking of high-profile research contracts, CFE are on the hunt for a driven, motivated and experienced research expert to join us as an Associate Director and become part of our Senior Management Team. .

#### If you:

- *Have the technical know-how and ability to further develop our research and evaluation capabilities*
- *Can design, deliver and quality assure complex, large scale, mixed methodology research and evaluation contracts*
- *Have an in depth understanding of one or more of our business areas - wellbeing, the economy, education*
- *Can demonstrate a strong track record in business development and winning new business*

...then CFE Research could be a great career move for you.

### Who are we and what do we do?

Here at CFE, we're a highly regarded, independent social research company who provide research and evaluation services to a wide range of sectors; from education, economy, health and wellbeing, to government departments and voluntary organisations and charities.

It's our experienced team along with our commitment to applying creative methods, data visualisation techniques and innovative thinking that has seen us become one of the UK's leading social research agencies.

## Your Role

We're looking for an Associate Director to take the lead in winning research and evaluation contracts across our key areas of Education, Wellbeing and Economy. You'll bring your research, analytical, design and reporting expertise to the team, drawing upon a strong background of both qualitative and quantitative experience to direct the delivery of day to day projects.

The successful applicant will have a strong track record for winning new business, a confidence in overseeing the delivery of a variety of projects, and experience in managing and leading a team, ideally in an agency setting.

You'll be joining an ambitious and professional Senior Management Team to support us in achieving project objectives, developing our team members to continually deliver high standards of service to clients, and growing the profile of the business exponentially. You'll demonstrate an enthusiasm in designing and implementing new research methods and analytical tools.

While building strong client relationships and providing leadership to Senior Managers, Research Executives and subcontractors, you'll also apply strong analytical skills to lead a range of primarily quantitative research projects for customers who have come to expect a responsive, timely and insightful service.

In addition, you'll be required to contribute to wider company resource planning and continuous improvement, prepare annual and project based budgets and produce insightful research reports to support clients in their decision-making.

## Key Responsibilities

The focus of the role will be to:

- *Bring research and analytical expertise to projects, especially in design and reporting - we are seeking someone with a quantitative and qualitative research background;*
- *Leading on the development of new business opportunities including drafting bids, proposals and tenders for new work;*
- *Provide leadership and support junior staff so that they can develop to their full potential;*



- *Build strong relationships with clients, intermediaries and associates;*
- *Work within the policy arenas of education, wellbeing and the economy;*
- *Manage Research Managers and Senior Research Executives and subcontractors (including market research fieldwork agencies) as necessary to achieve project objectives, seeking best value at all times;*
- *Produce insightful research reports with sophisticated advice to support your clients in their decision-making;*
- *Contribute to the development and profile of our research expertise with customers and key influencers;*
- *Ensure that customer expectations are fulfilled on all projects for which you are responsible;*
- *Develop and coach other research team members;*
- *Manage market research fieldwork agencies in the delivery of large longitudinal surveys; and*
- *Be accountable for preparing annual and project based budgets as well as costing up business proposals.*

## Our Projects

We've carried out a number of high profile and fascinating studies on a wide range of topical issues. Examples include: the opportunity to work in collaboration with the Behavioural Insights Team (often known as the UK's nudge unit) on two longitudinal evaluations involving Randomised Control Trials; to speaking to cancer patients regarding their physical activity; as well as the chance to get to grips with the workings of the government's policies to get more people from underrepresented groups into Higher Education or to recruit new teachers.

From fieldwork and meeting with people from all sorts of backgrounds, to reporting, analysing and evaluating our findings, each project and each day is rarely the same. So if you're confident in directing and quality assuring a multitude of projects from scope to completion, you'll fit right in.

## What you can expect

Our key values underpin everything we do:

**Independence** = in everything we do we act with honesty, integrity and fairness to earn the trust of those that we work with both inside the business and externally with clients and partners



**Work collaboratively** = we encourage creativity and better communication through our supportive culture which values knowledge sharing, learning and working together to achieve the best that we can.

**Innovation and imagination** = we strive to create a culture where innovation and imagination is encouraged in everything from service delivery to customers and through our internal business processes.

**Provide quality** = we empower individuals to take initiative and responsibility to achieve the best results they can within time and budget

## You're a big deal to us

We're really proud of our company and our ability to deliver the highest standard of work to our clients. Because of our strong reputation within the research industry, we're expanding rapidly and want to give you the opportunity to make a big impact. As Associate Director, you'll be instrumental to the successful delivery of projects at CFE and a major part of leading and shaping our business through this exciting phase of growth and beyond.

You'll have the opportunity to make a real contribution to the development of the business early on in your career with us, while committing to your own continual development in a supportive and challenging environment.

We trust in the expertise of our team members and actively encourage your development; we've recently provided opportunities for employees from Research Manager and above to speak at conferences, lead workshops and write articles for journals and press.

## Where we're heading

We've been steadily expanding the areas in which we work, evolving from enterprise and skills policy into higher education and schools and also into new social policy contexts to raise standards in the delivery of public services. And, over the coming years, we want to step up the pace of change, with brand new ideas and collaborations that pave the way.

We see you as being an integral part of our expansion; from increasing our profile with clients and future clients, to helping us build a reputation so we can attract more customers, employees, partners and associates.



## Location

While the role will involve some travel, we're looking to recruit applicants to work for the most part from our office based in the heart of the bustling city of Leicester.

It's a diverse and colourful city steeped with history and culture, known for its ever expanding business enterprise and creative scene, and rated for its award-winning comedy festival, range of bars and restaurants. There's lots to see and do in the place we call home and we look forward to welcoming you here.

Leicester is commutable from all major surrounding cities from Birmingham, Nottingham, Derby, Coventry, Northampton, to Luton and London. Our flexible working hours are available to accommodate your commute should you decide to travel rather than relocate.

## The finer details

### PERIOD OF NOTICE

On successful completion of six month probation, the period of notice in your contract of employment will be three months.

### SALARY

The salary band for this position is £43k to £55k per annum

### BENEFITS:

- 25 days annual leave in addition to statutory holidays (*pro rata for part time employees*)
- Company mobile phone and tablet
- company provided laptop computer for work use
- reimbursement for car parking at our Leicester office

### ON COMPLETION OF SUCCESSFUL 6 MONTH PROBATION

- group personal pension plan, with an employer contribution of 10%, subject to an employee contribution of 5%
- annual bonus subject to company and individual performance
- personal learning account of £150 per year to spend on non-work related training
- Health cash plan
- free life assurance up to the age of 60 which provides 'death in service' cover of three times current salary as a lump sum payment to a designated dependant
- subsidised eye tests



- enhanced maternity leave pay above the statutory minimum on completion of 12 months' service
- childcare voucher scheme
- access to a company training and development budget and tailored on-the-job and off-the-job training dependant on individual needs
- financial support towards achieving professional qualifications and maintaining CPD as appropriate to the needs of the business
- open to flexible working where compatible with the role and goals of the business
- regular meetings with your line manager and reviews to support your performance and help your development and identify opportunities for progression, based on a structured appraisal system

## Person Specification

Essential	Desirable
<b>Education and formal qualifications</b>	
<ul style="list-style-type: none"> <li>— First degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>— MRS Diploma or other recognised research qualifications</li> <li>— Masters degree or equivalent</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>— Experience of implementing/ managing complex, mix method research projects</li> <li>— Writing successful tenders and proposals</li> <li>— Experience of managing sub-contractors including associates and fieldwork agencies</li> <li>— Managing the analysis of data using appropriate statistical techniques in an applied research setting</li> <li>— Analysing and presenting data to non-technical audiences</li> <li>— Preparing reports which are both impactful and meaningful to the reader</li> <li>— Working at a strategic level, applying direction in a sound and practical way</li> <li>— Commercial experience to price, design and deliver projects to tight deadlines and budgets</li> <li>— Presenting information to groups and facilitating group discussions</li> </ul>	<ul style="list-style-type: none"> <li>— Track record in relationship building with senior Government officials and or directors of public bodies</li> <li>— Consultancy experience</li> </ul>



## **Knowledge**

### **Essential**

- Quantitative or qualitative research techniques and their appropriate usage
- Expertise in research techniques, including online surveying, CATI surveying, and interview topic guide design
- Expertise in designing telephone and online surveys using appropriate sampling strategies
- Knowledge of evaluation methodologies

### **Desirable**

- Experience in research, project management and facilitation techniques
- Business procedures relating to finance, HR, quality improvement and IT
- Knowledge of public policy relating to one or more of the following: education, employment, skills, wellbeing, sport, health

## **Skills**

- Good analytical and analysis research skills
- Confident numeracy, written & IT skills
- Excellent interpersonal skills
- Report writing for different audiences
- Reporting across different data sources
- Experience of statistical packages such as SPSS
- Prioritise workload for self and others
- Coach and support the development of others
- Chairing/facilitating seminars and workshops

- Ability to develop statistical models
- Developing and managing project teams
- Delivering presentations to large audiences

## **Character**

### **Essential**

- Genuine appetite for personal learning
- Attention to detail
- Investigative nature
- High level of pro-activity, initiative, energy, enthusiasm, and professionalism
- Effective networker
- Able to create team spirit
- Investigative nature
- Personal interest in public policy

### **Desirable**



## How you can join us ....

If our company sounds like a great fit for you, we'd love for you to get in touch. Send your CV along with a covering letter, including:

- *Why you think you're the person for the job*
- *Specifics about the applied research you've done that you think would be relevant to the role*
- *What methodologies you're experienced in applying in terms of quantitative and qualitative research (please try to be specific eg multivariate, regression modelling)*

Please send your CV & covering letter to: [sarah.trivedi@cfe.org.uk](mailto:sarah.trivedi@cfe.org.uk).

We really look forward to hearing from you!

