

Job description and person specification:

Research Executive

Salary: £16,000 to £19,000
Reporting to: Research Manager
Closing Date: 5pm, Friday 30 November 2018

The Company

Founded in 1997, we are a highly regarded, independent social research company, providing research and evaluation services to government departments, public sector agencies, educational providers, local and national community and voluntary organisations, charities. Our reputation for depth of knowledge, timely results, innovative research methods and flexible approach has seen us become one of the UK's leading research agencies.

The Role

This role will support the delivery of a range of existing research and evaluation projects (for Government departments, public agencies and large employers) and support the development of new business opportunities.

We are seeking applicants with proven analytical skills, confidence and an ability to work well as part of a small company environment whilst demonstrating a genuine appetite for personal learning. You will possess a high level of initiative and be capable of responding flexibly to a wide range of research tasks. We are looking for someone with excellent writing and communication skills, a creative and problem-solving outlook and a passion to deliver value for customers.

You will support the design of qualitative fieldwork (such as setting up, arranging and undertaking depth interviewing) and quantitative fieldwork (such as helping with survey questionnaires and data analysis).

Key responsibilities will be to:

- *Support Senior Research Executives and Research Managers with data analysis;*
- *Undertake literature reviews,*
- *Organise, set up and undertake telephone and in-person qualitative research interviews,*
- *Support with the design of surveys;*
- *Interrogate and analyse quantitative datasets and identify trends;*
- *Contribute to written research reports for clients;*
- *Ensure that customer expectations are fulfilled on all projects for which you contribute.*

What do we do?

We are an innovative research agency with 20 research professionals, support staff, paid interns and an extensive network of expert associates. CFE's experienced team are committed to creatively applying a wide range of methods, data visualisation techniques and innovative thinking to any challenge. Our expertise lies in objective, independent, rigorous research to support and inform our customers to:

- *help them understand what works, in what context and why*
- *evaluate, design and implement policies and programmes*
- *research markets and develop practical insights*
- *provide ideas and create new ways of framing public policy questions*
- *share and understand good practice*

Our clients work with us for depth of knowledge, timely results as well as our ability to apply a range of innovative research methods and respond flexibly to their evolving needs.

Where are we going?

Now is a great time to apply to join us. Our core focus is on what we do best: research and evaluation and in recent years we have substantially widened the breadth and depth of our expertise. We believe there is scope for us to do more though, both to further enhance our offer to the organisations that work with us by providing more innovative methods and new techniques and by maximizing the impact and visibility of our work.

We've also been steadily expanding the areas in which we work, evolving from enterprise and skills policy into wider education and also social policy contexts to raise standards in the delivery of public services. In the coming years, we don't want to simply continue this evolution; we want to step up the pace of change - and already we have far more new ideas and collaborations than we can do justice to.



It might be a bit of a tired cliché that people are a company's most important asset, but it really is true for us. We are pursuing a two pronged approach of consciously stepping up the development of existing staff while we expand capacity through open recruitment. Successful applicants will be joining a company that is confident and ambitious for the future. We want to expand the range of expertise that we bring to our clients. We also want to raise our profile through developing conversations that set the agenda for public policy. All of which, in line with our management style and our working culture, will be open to all in the company to help shape and direct.

We've held Investors in People recognition status for many years now and we offer a creative, flexible and supportive working environment. We are committed to high standards of rewards and development for our people to ensure that we can consistently deliver high standards of quality and expertise. We continuously look for smarter ways of working and try to innovate around our IT capability where it can help us to save time or deliver more.

Our Values

If we invite you to interview you'll have the opportunity to meet existing members of the team and get a feel for what we are like to work with. We have a lovely office environment and we are small, friendly team who are welcoming of others.

As a heads up we believe our values are:

- **Be independent:** Act with honesty, integrity and fairness to earn the trust of those with whom we work.
- **Be imaginative:** Create a culture where innovation and imagination is encouraged in everything from service delivery to customers, through our internal business processes.
- **Work collaboratively:** Encourage creativity and better communication through our supportive culture which values knowledge sharing, learning and working together to achieve the best.
- **Provide quality:** Empower individuals to take the initiative and have a sense of responsibility to achieve the absolute best results they can within time and budget.

Location

We are looking to recruit applicants to work from our Leicester office but the role may involve some UK based travel.



Period of notice

On successful completion of six month probationary period, the period of notice in your contract of employment will be one month.

Salary

The salary band for this position is £16,000 to £19,000 per annum depending on skills and experience.

Benefits

— 25 days annual leave in addition to statutory holidays (*pro rata for part time employees*)

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*
- *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*
- *access to a company training and development budget*
- *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 reviews to identify development needs and good opportunities for progression.*



Person Specification

Required

Education and formal qualifications

- *First degree or equivalent*

Experience

- *Analysing and presenting data*
- *Research design, such as devising interview and focus group topic guides, questionnaires, surveys*
- *Analysing primary and secondary datasets using statistical software packages such as SPSS/STATA*
- *Writing reports*

Knowledge

- *Microsoft Office*
- *Basic survey design*
- *Coding information*
- *Good knowledge of statistics including descriptive and inferential analysis*

Skills

- *Confident numeracy, written & IT skills*
- *Excellent inter-personal skills*
- *Report writing for different audiences*
- *Analytical reasoning*
- *Presentation skills*

Character

- *Consistently customer focused*
- *Investigative nature*
- *Good team player*
- *Genuine appetite for personal learning*
- *Attention to detail*
- *High level of pro-activity, initiative, energy, enthusiasm, and professionalism*

Desirable

- *First degree in economics, statistics or maths*
- *Masters degree or equivalent*
- *MRS Diploma or other recognised research qualifications*

- *Consultancy experience*
- *Undertaking literature reviews*

- *Government Department and Public agencies, higher education and further education providers*
- *Public policy relating to education, employment and skills*
- *Knowledge of key datasets relevant to the field of education, employment and skills*

- *Some knowledge of SPSS or similar packages*
- *Ability to develop skills in new software applications*
- *Reporting across different data sources*
- *Online survey software*

- *Effective networker*
- *Able to create team spirit*
- *Continually looking to add value*
- *Personal interest in public policy*

To apply for this role you must already be eligible to work in the UK.

