

Job Description:

Senior Research Executive

SRE role

The purpose of the role is to support the delivery of a range of research and evaluation projects across our core policy areas as well as the development of new business. As a member of a small team lead by a dedicated project manager, you will be responsible for sample management and recruiting research participants, contributing to the design of research instruments, undertaking fieldwork and data analysis, and contributing to research reports. Much of our work involves mixed methodologies and so we are seeking someone with an understanding of both quantitative and qualitative research and analysis techniques.

SREs are good communicators, IT literate and have proven analytical and writing skills. You must have the ability to work well as part of a small company environment and demonstrate a genuine appetite for personal learning. SREs have a creative and problem-solving outlook and a passion to deliver value for our customers. They will be tenacious, able to work on their own initiative and be capable of responding flexibly to a wide range of research tasks.

More specifically, the role will:

- *organise, set up and undertake fieldwork including telephone and face-to-face interviews and focus groups;*
- *undertake systematic literature reviews and rapid evidence assessments;*
- *programme and manage the administration of online surveys; capture and clean survey data;*
- *support Research Managers with quantitative and qualitative data analysis:*
 - *undertake descriptive and inferential statistical analysis, applying appropriate statistical tests to establish the significance of results;*
 - *undertake thematic analysis of qualitative data;*
- *tabulate and/or chart data to aid interpretation;*
- *contribute to the production of research reports for a range of audiences; and*
- *contribute to the generation of new business through scanning for appropriate tendered opportunities and supporting the development of research proposals.*

Person specification

Required	Desirable
Education and formal qualifications	
<ul style="list-style-type: none"> > Degree or equivalent in social sciences, social policy or a numerate discipline 	<ul style="list-style-type: none"> > Masters degree or equivalent. > MRS Diploma or other recognised research qualifications.
Experience	
<ul style="list-style-type: none"> > Undertaking systematic literature reviews and/or rapid evidence assessments (REA). > Undertaking fieldwork such as depth interviews, semi-structured interviews and/or focus groups > Data cleaning and undertaking statistical analysis > Analysis of qualitative data > Interpreting and presenting data and analysis to different audiences. > Contributing to reports which are both objective and accessible to read. > Social research and evaluation in an applied context 	<ul style="list-style-type: none"> > Designing quantitative research instruments such as online and CATI surveys > Descriptive, inferential and multivariate statistical analysis > Designing qualitative research instruments such as topic guides and interview schedules. > Data manipulation, data linkage and multivariate statistical analysis > Working with national datasets such as the Labour Force Survey (LFS); the Higher Education Statistics Agency (HESA) Student Record; the Individualised Learner Record (ILR); Longitudinal Survey of Young People in England (LSYPE) and the National Pupil Database (NPD); or Hospital Episodes Statistics (HES) > Contributing to research proposals
Skills	
<ul style="list-style-type: none"> > Microsoft office (Word, Excel, PowerPoint) > Descriptive statistics (including frequencies, cross-tabulations and measures of central tendency) > Application of statistical tests (such as Chi square, ANOVA, t-test) > Ability to tabulate and/or chart data > Analysis of qualitative data (e.g. thematic analysis, framework analysis) > Clear, accessible writing style > Strong inter-personal and verbal communication skills 	<ul style="list-style-type: none"> > Online survey management software such as Confirmit > Statistical analysis software such as SPSS and STATA > Inferential statistics and statistical modelling (including some or all of the following cluster analysis, factor analysis, CHAID, simple and/or multivariate linear regression) > Qualitative data analysis software such as NVivo > Data dashboards (e.g. using Tableau) and visualisation techniques



Required	Desirable
<ul style="list-style-type: none"> > Effective time-management skills, including the ability to multi-task > Ability to respond flexibly to deal with changing priorities 	<ul style="list-style-type: none"> > Grasp of public policy relating to at least one of CFE's core areas of pre-16 education; further education and skills; higher education; business and enterprise; sport, health and wellbeing; and career guidance > Applied econometrics and econometric modelling techniques > Cost-benefit analysis and return on investment
Knowledge	
<ul style="list-style-type: none"> > An understanding of the fundamentals of quantitative and qualitative research techniques and their appropriate use. > Knowledge of or an interest in public policy relating to one or more of CFE's core areas: education (e.g. school leadership, career education and guidance, Further and Higher Education), wellbeing (e.g. supporting people with multiple and complex needs, sports participation) and the economy (e.g. apprenticeships, business and enterprise) 	<ul style="list-style-type: none"> > Sources of market and intelligence and data and how to access them. > Knowledge of economic fundamentals, including market failures and the use of cost-benefit and cost-effectiveness analysis. > UK statistics and how these can be applied to policy analysis and/or empirical economics
Character	
<ul style="list-style-type: none"> > Customer-focused > Results-orientated > Pro-active > Tenacious > Willing to learn > Team player who is supportive of colleagues > Pays attention to detail > Takes pride in own work and is focussed on quality > Commercially-aware 	<ul style="list-style-type: none"> > Continually looking to add value > Investigative nature > Creative problem solver > Ambitious for the growth of the company

