

Job description

Job Title:	Research Manager
Directorate:	Policy, Research and Voter Engagement
Responsible to:	Head of Research
Responsible for:	1 x Research Officer, 2 x Senior Research Officer <u>or</u> 3 x Senior Research Officer

Purpose

To manage the Commission's research and evaluation programme, in order to support delivery of the Commission's corporate plan and strategic objectives of enabling the continued delivery of free and fair elections and referendums, and an increasingly trusted and transparent system of regulation in political finance.

Key Accountabilities

The main responsibilities of the job are:

- To manage the performance and development of members of the Research Team throughout the year, including identifying and agreeing areas for individual development.
- To plan, manage and, where necessary, lead the development and delivery of a research and evaluation programme, including in particular:
 - managing research to address key organisational gaps, overseeing any procurement, delivery, dissemination of findings and management of resources as required
 - managing budgets, ensuring that all spend is accurately forecast, recorded and kept within budget
 - identifying new areas of research, to support Commission priorities or fill gaps in our evidence base, and how this could be delivered
- To act as an expert point of contact for external partners in relation to the Commission's research and data, including:
 - identifying opportunities for the Commission to increase the effectiveness and impact of its research, specifically through collaboration and partnership with other organisations.
 - promoting our research findings, both internally and externally, ensuring that our evidence informs our work and that the Commission is known as a

- centre of expertise on elections, referendums, electoral registration and party finance issues
- develop and maintain a wide network of contacts in the academic and think tank community in areas of research interest
- Representing the Commission on relevant government project and programme boards and at meetings with officials

Key working relationships

The post-holder is expected to build and maintain constructive working relationships with relevant government officials, particularly those responsible for analytical and research work relating to electoral administration and political finance regulation. The post-holder is also responsible for building and supporting constructive relationships with other external partners, including senior local authority officers, political party officials, staff from other regulators, think tanks and relevant academics.

The post-holder will work closely with the Policy team to ensure the Commission's policies and recommendations are informed by robust evidence, and operational teams in the Electoral Administration and Regulation Directorate to ensure that our research programme builds on and supports their operational experience. They will also work closely with colleagues in our devolved teams, and with the Commission's press and public affairs teams, to ensure the Commission's research work is communicated clearly and effectively across the UK.

Additional details

The post-holder has significant autonomy to use their initiative and act independently to plan and manage the delivery of the Commission's research and evaluation programme, with limited oversight/approval from senior managers. When approval is required the post-holder is expected to present and recommend solutions to the Head of Research and, where appropriate, members of the Commission's Executive Team or Commission Board.

The post-holder will also have significant authority to initiate and develop appropriate relationships with a range of senior external partners, particularly with academics and analysts/researchers in government or other organisations.

The post-holder is responsible for managing the performance and personal development of (depending on role) either a Research Officer and two Senior Research Officers or three Senior Research Officers. They may also be responsible for managing the delivery of time-limited project work through temporary staff or other members of the Research Team, as required. The post-holder is jointly responsible, with the Head of Research and other Research Managers, for monitoring and managing the efficient use of staff resources across the Research Team's range of projects and responsibilities.

Person specification

Category	Requirement	Essential or Desirable	How to assess?
Qualifications	Degree level education or equivalent relevant experience	E	A
Experience	Experience at an appropriate level of designing and managing complex research projects, budgets and staff, and of being proactive in taking steps to ensure work is delivered to the required standards to often tight deadlines	E	A,I,T
	Experience of using research to support policy development, including some experience in the public sector	E	A,I
	Experience of contract management	E	A,I
Knowledge and skills	Expert understanding of research methods (primary research and secondary research) and their appropriate application	E	A,I,T
	Ability to lead and inspire a team to deliver to a high standard and to continually improve performance and effectiveness	E	A,I
	Excellent written and oral communication skills, for both internal and external stakeholders	E	A, I,T
	Strong analytical and numerical ability	E	A,I,T
	Able to use different techniques to present complex research findings to a variety of audiences	E	A,I,T
	Excellent problem-solving skills	E	A,I
	An understanding of the political and policy context in which the Electoral Commission operates and relevant legislation	D	A, I
Personal Qualities	Excellent attention to detail, thorough and methodical	E	A, I

Category	Requirement	Essential or Desirable	How to assess?
	Ability to respond flexibly and positively to changing conditions	E	A,I
	Political sensitivity	E	A
	The ability to respond to the needs of an evolving, independent organisation	E	A,I

A-application and CV I-interview T-test (if applicable)