

Job description

Job title:	Senior Researcher
Grade:	Level 1 – Dorset Council Grade 10 Level 2 – Dorset Council Grade 11
Job evaluation reference:	BA308a,b
Job family:	Business, Policy and Administration

Purpose and impact

1. To develop and provide relevant and specialised research, information and advisory services to the Council and other external partnerships, other bodies and the public as required in order to contribute to the development of practice and policy making reflecting evidence informed practice.

Key responsibilities

2. Take responsibility for the collation, aggregation, analysis, interpretation and dissemination of research and information in a specified area as required on behalf of the Council, its associated external partnerships, and the public.
3. Plan, manage and contribute to (inter-organisational) evaluation programmes and/or research projects.
4. Liaise and collaborate with other specialists, providers and users of research information as appropriate.
5. Prepare, present and disseminate project reports and bulletins for a range of audiences and for publication as required.
6. Supply relevant research and information to support the requirements of staff submitting Cabinet and committee reports.
7. Provide forecasts and impact assessments for the Council and its partners as required.
8. Maintain the security and integrity of corporate and other data sets, with due regard to relevant legislation.
9. Undertake/provide advice regarding research evidence including providing guidance on the design, execution, and analysis of research data.
10. Undertake the development of appropriate indicators to aid policy development and monitoring.
11. Contribute as required to the general information and research services provided within the Council.
12. Represent the specified service and Dorset Council at the sub-regional, regional and national level as required.
13. Where the post is based within the People - Children Directorate, responsibility for promoting and safeguarding the welfare of children and young people.
14. Any other lesser or comparable duties as required.

In addition to the above at Level 2:

15. Requirement to play a lead role in the development of service and other relevant plans.
16. Requirement to manage discrete areas of work through a dedicated team.
17. Having responsibility for the direction and associated longer term decision outcomes of the team.
18. Undertaking work of a more complex nature displaying a greater level of judgement.



Job description

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

19. Reporting to: Appropriate manager as specified in the context statement.
20. Responsibility for: Staff may be expected to supervise including work allocation and checking, as required. Supervised/Managed staff may be based within partner organisations who may, from time to time, be allocated to assist with projects.

In addition to the above at Level 2:

21. Requirement to manage staff.

Other factors

22. To manage IT equipment and workstation for self and other staff as required.
23. Be responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manually and computerised.
24. Office based with a need to travel to attend meetings.
25. Conflicting demands and tight deadlines are a feature of this post.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
1. First degree in a relevant research-based discipline (refer to context statement)
Experience
2. Significant experience of undertaking and applying research in the relevant subject area, preferably in a local government setting
3. Experience of effective project management
In addition to the above at Level 2:
4. Demonstrate a substantial level of experience including high level decision making
5. Experience of staff supervision or management
Skills, abilities & knowledge
6. Good knowledge and understanding of research principles and practices
7. Good knowledge and understanding of project management
8. An advanced knowledge of standard IT software and forecasting models relevant to the duties of the post
9. An understanding of the role of and issues facing local government
10. Legislation in relation to policy and practice relevant to the field of work (refer to context statement)
11. Awareness of issues surrounding the link between research, policy and practice
12. Ability to collect, manipulate, analyse and present complex research information using appropriate methodologies
13. Excellent communication skills, both written and oral including ability to understand, assimilate and explain complex ideas in a readily accessible way
14. Ability develop and manage effective partnerships
15. Project management skills
16. Advanced IT skills including high level information retrieval skills
17. Ability to work to conflicting demands and tight deadlines
In addition to the above at Level 2:
18. Demonstrate a high level of judgement in complex areas of work
Behaviours
19. Respect
20. Responsibility
21. Recognition
22. One Team: Collaboration
Other
23. Office based with a need to travel to attend meetings
24. Willingness to work flexibly across disciplinary boundaries

Desirable



Person specification

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations
25. Postgraduate qualification in a related field (refer to context statement)
26. ECDL
Experience
27. Experience of staff supervision or management
Skills, abilities & knowledge
28. Knowledge of more specialist areas of work relevant to the duties of the post (refer to context statement)

Approval			
Manager	Pay and Rewards	Date	July 2009

