

## Job description

Job title:	Research Officer
Grade:	Dorset Grade 9
Job evaluation reference:	CC139
Job family:	Business, Policy & Performance

### Purpose and impact

1. To undertake research and other projects as required and to disseminate findings to others within the Council.

### Key responsibilities

2. Support and contribute to 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. Under the supervision of appropriate senior staff, to 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, as required.
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 Council at the sub-regional, regional and national level as required.
13. Any other lesser or comparable duties as required.

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

14. Reporting to: Business Partner – Policy, Research & Performance
15. Responsibility for: No direct line management. Staff at this level may be expected to undertake day to day supervision of staff, such as staff allocated to assist with projects.



### **Other factors**

16. To manage IT equipment and workstation for self and other staff as required.
17. 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.
18. Office based with a need to travel to attend meetings.
19. 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 criteria are the minimum requirement for the above post.

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

## Essential

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1. Degree in a relevant discipline or equivalent qualification.
<b>Experience</b>
2. Experience of undertaking and applying research in the relevant subject area.
3. Experience of effective project management
4. Experience of research design and sampling
5. Experience of data collection and analysis
6. Proven ability of concise report writing
7. Ability to present research findings
<b>Skills, abilities &amp; knowledge</b>
8. Good knowledge and understanding of research principles and practices
9. Knowledge and understanding of project management
10. A good knowledge of standard IT software and forecasting models relevant to the duties of the post
11. An understanding of the role of and issues facing local government
12. Legislation in relation to policy and practice relevant to the field of work (refer to context statement)
13. Awareness of issues surrounding the link between research, policy and practice
14. Ability to collect, manipulate, analyse and present complex research information using appropriate methodologies
15. Excellent communication skills, both written and oral including ability to understand, assimilate and explain complex ideas in a readily accessible way
16. Ability to develop and manage effective partnerships
17. Project management skills
18. Advanced IT skills including high level information retrieval skills
19. Ability to work to conflicting demands and tight deadlines
20. Excellent organisational skills
<b>Behaviours</b>
21. <a href="#">Respect</a>
22. <a href="#">Responsibility</a>
23. <a href="#">Recognition</a>
24. <a href="#">One Team: Collaboration</a>
<b>Other</b>
25. Office based with a need to travel to attend meetings
26. Willingness to work flexibly across disciplinary boundaries
27. Able to fulfil the travel requirements of the post

## Desirable

<b>Qualifications/ training/registrations</b>
28. A qualification in a relevant research based discipline or experience of research in a relevant setting (refer to context statement)
29. ECDL
<b>Experience</b>
30. Project experience in an area relevant to the work of the team
31. An understanding of customer needs
<b>Skills, abilities &amp; knowledge</b>
32. Knowledge of more specialist areas of work relevant to the duties of the post (refer to context statement)

<b>Approval</b>			
Manager	Service Manager – Business Intelligence, Policy and Performance	Date	October 2019