



# VACANCY

## Institute for Employment Studies

### Research Officer(s)

We are seeking to appoint one or more Research Officers to join our team based in Brighton engaged in research on employment policy and human resource management. This document provides background information about the vacancy.

If you wish to have an informal discussion about this post prior to submitting your application please contact Catriona Homer, HR Administrator, on 01273 763421.

#### The Institute

The Institute for Employment Studies is a leading independent, apolitical, international centre of research and consultancy in employment and human resource topics. We work closely with government departments, agencies, professional and employee bodies, and employers. We are a registered charity, with over 40 multidisciplinary staff and domestic and international associates.

IES aims to help bring about sustainable improvements in employment policy and human resource management, by increasing the understanding and improving the practice of key decision-makers in policy bodies and employing organisations. Our main work areas are UK and European employment policy research, and human resource research and consultancy with and for employers. The emphasis in all of our work is on applied research and related consultancy.

Our programmes of research and evaluation on UK and European public policy themes cover the main axes of employment and labour market policy and include: education and training; skills and growth; labour market disadvantage; work, health and wellbeing and employment relations. IES work in this area is commissioned mainly by government, public agencies and international organisations, and deploys a wide range of quantitative and qualitative research techniques.

IES work on human resource management involves research and evidence-based consultancy with and for employing organisations. Some of this research is supported and delivered through the IES HR Network (a corporate membership programme, where HR policymakers and practitioners in member organisations learn and share best practice and help to shape the research agenda).

## The role

These positions will offer the successful candidate(s) the opportunity to:

- apply a wide range of research methodologies to a high standard across a diverse range of subject areas focused on employment and labour market issues;
- synthesise research findings in a variety of formats (reports, summaries, briefings);
- develop their understanding and knowledge of major aspects of UK (or European) employment policy; and
- contribute to developing and preparing project proposals and research designs.

Projects are usually carried out by multi-disciplinary teams, and can involve travel throughout the UK, and occasionally overseas.

## What we are looking for

The successful candidate(s) will be:

- Competent researcher(s), with a good understanding of practical research methods, and the ability to use a range of research techniques at a high standard in an applied research environment.
- Numerate, with some understanding of statistics, experience of handling quantitative data, and ideally experience in using software packages, such as SPSS or Stata to conduct multi-variate analysis.

They will also have:

1. clear and accurate communication skills, in writing and orally with colleagues and clients;
2. the ability to organise and prioritise their own work, and to work in multiple teams;

and either:

3. a higher degree in a social science discipline with evidence of significant understanding of UK employment policy and interest in labour market/employment/HR issues

OR

3. an undergraduate degree with significant relevant work experience (at least 12 months) in applied social or economic research.

In addition, it is desirable for candidates to demonstrate some/all of the following:

- Experience of using quantitative research methods including multi-variate analysis for applied research.
- Research interest in employment policy/HR issues.

## What we can offer you

### Comprehensive financial and non-financial rewards and benefits

Our Research Officer scale currently runs from £22,848 to £26,193. The starting salary will depend on the expertise and experience the successful candidate brings to the job.

In addition, we offer:

- A contributory career-average defined benefit pension scheme (USS), to which IES pays a monthly contribution of 18 per cent of basic salary and staff pay 8 per cent.
- 27 days holiday per year for full-time staff, plus Bank Holidays and four Institute closure days.
- Support to disseminate their research, build their external reputation and expand your knowledge through working with our expert staff.
- Regular meetings with a line manager to support their performance and help their development, based on a structured appraisal system.
- Tailored training and development dependent on individual needs.
- A comprehensive induction programme with a buddy.

Appointment(s) will initially be to a 12-month contract, with the likelihood of subsequent extension to a permanent post(s).

The posts will be based at IES's head office in central Brighton. We offer a friendly workplace culture and have an active social committee. Brighton and the surrounding areas offer a superb location in which to live with easy access to the sea, countryside, and plenty of culture and nightlife. Brighton is close to Gatwick airport (30 mins), London (1 hour) and France (2.5 hours).

Flexible / part-time working and freelance opportunities are available for these roles.

The Institute for Employment Studies is an Investor in People and a registered charity (no. 258390). IES seeks to be an equal opportunities employer.

## How to apply

**Please apply on a standard IES application form. CVs will not be considered.** You can download an application form on the vacancies page of the website, found here:

<http://www.employment-studies.co.uk/vacancies/> Please return a completed form to:

Careers, IES, City Gate, 185 Dyke Road, Brighton BN3 1TL (Telephone: 01273 763421) or

Email: [careers@employment-studies.co.uk](mailto:careers@employment-studies.co.uk)

Closing date for applications: **midday Monday, 26 June 2017**

Current British and European law states that we cannot employ a person aged 16 or over who does not have permission to live and work in the UK. You should make yourself aware of how immigration laws apply to your situation before applying for any jobs (see Home Office UK Border Agency website). Appointments will be subject to a report from the Disclosure and Barring Service (DBS) or Disclosure Scotland.

The Institute for Employment Studies is committed to equality of opportunity and we encourage diversity in the workplace. Current British and European law states that we cannot employ a person aged 16 or over who does not have permission to live and work in the UK. Please make yourself aware of how immigration laws may apply to your situation before applying for a vacancy (see <http://www.ukba.homeoffice.gov.uk/>).

Because of the nature of our work, appointments will be subject to a report from the Disclosure and Barring Service (DBS) or Disclosure Scotland.

We are unable to apply for work permits/tier applications until all our options for sourcing a recruit from European Economic Area/European Union (EEA/EU) countries have been eliminated. This effectively means that we are very unlikely to apply for a work permit/tier applications unless a candidate has rare skills, which we cannot source from within the EU/EEA.