

Role Profile



Reference Number	MUL031
Role Title	Research Officer II
Directorate	Multiple
Department	Multiple
Reports to	

Role Purpose

To design, support, and undertake primary and secondary research projects to support and inform the development of council services, strategies, plans and policy.

Accountabilities

- Work with colleagues and partners to organise and lead research projects and consultations, to gather and collate information and insight into implications for Council policy and services. This will entail designing and developing projects, that may be specific to a service area or cross-cutting.
- Provide a research and consultation service to colleagues, responding to requests and providing quotes where appropriate, so that colleagues/clients have access to clear and informative research and information.
- Provide advice and support to colleagues, senior managers, elected members, and partners on research and implications of legislation on service delivery, so that they understand the emerging policy and legislative context in the specific area.
- Support and guide other research and information colleagues so that they can perform their duties in accordance with requirements, and to support the manager in their direction.
- Work with colleagues, taking part in stakeholder and partner groups involved in research, to enable improvement in the collation, sharing and analysis of data and information.
- Analyse research and consultation findings, prepare reports and present in a variety of formats to aid understanding and inform decision making. This may include presenting research and consultation outputs at forums such as committees or public inquiries.
- Keep up to date with developments in statistical research methodology, and on changes in legislation in the specific area covered by the role, so that improvements in research can be made, and the organisation or unit is aware of changes in the external environment.
- Design, implement and maintain information systems in order to process, analyse and research data.

Knowledge / Skills / Experience required

- Educated to degree level in relevant field, or similar experience.
- Advanced knowledge of qualitative and quantitative research methods and techniques, and their application to policy development and public service planning.
- Knowledge of public sector issues, of the stakeholder environment in the Council and associated policies, processes, and procedures for the specific departments of the Council which are supported by the role.
- Knowledge of protection and governance of data and information.
- Some experience of managing research and consultation projects within a multi-disciplinary organisation.
- Experience of data and statistical analysis using advanced ICT skills.
- Ability to assimilate and analyse complex and sensitive information in an appropriate manner.
- Ability to plan and organise own work, understand how their work relates to other processes and teams, and to manage conflicting demands and requests for information.
- Ability to communicate effectively and cause understanding in others, drawing on technical and specialist knowledge.
- Ability to provide advice and guidance to others.

Dimensions of role

- This role does not manage any direct budgets.
- Planning will typically be over days and weeks, but the role holder will need to provide planning for projects and work outside of their own direct team.
- The role does not have formal line management but will guide and advise other members of the team, where applicable.

Notes

Date:	01/02/2021
Working Conditions:	<ul style="list-style-type: none">• Working conditions do not have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them.
Working Arrangements:	<ul style="list-style-type: none">• No specified working arrangements outside of a normal working pattern.