ellwood atfield

The communications and advocacy headhunter

private & confidential

Role Description

Electrical Safety First

RESEARCH & POLICY MANAGER

For further information please contact:

Eloise Freeguard
T. 020 3824 9866
M. 07435 970530
eloise@ellwoodatfield.com

Oscar Cabrera
T. 0207 340 6481
M. 077768 58569
oscar@ellwoodatfield.com

Job Title: Research & Policy Manager
Reports to: Head of Policy & Public Affairs
Department: Policy and Public Affairs
Location: London (Hybrid Working)

Job Purpose

This role holder will be responsible for managing a research and policy development programme to support the Charity's goal of reducing the number of deaths, injuries and accidents caused by electricity. Your primary focus will be to manage and deliver internal and external research activities, analyse data and information, and develop evidence-based policies that supports Electrical Safety First's goals and results in improvements to legislation and standards.

You will be in charge of scoping, commissioning and overseeing external research from Think Tanks, academics and consultancies to help advance the Charity's agenda. You will have extensive knowledge of UK political institutions as well as an eye for detail because you will be analysing government policies using your strong analytical skills, and identifying opportunities for input.

Dimensions

There are no direct reports. Budget responsibility 150k

Duties and Responsibilities

- Develop and manage research projects and policy work in liaison with the Policy and Public Affairs Advisors across the four nations, and wider Charity team
- Scope, commission and oversee research from Think Tanks, academics and consultancies to support the Charity's policy agenda
- Conduct qualitative and quantitative research, such as surveys and data analysis, to inform policy issues, which you will manage from development to implementation and evaluation
- Create reports and policy papers to communicate research findings and policy recommendations to key stakeholders such as government, parliamentarians and industry
- Build and maintain knowledge and understanding of relevant research published by other stakeholders working in the sector, including collecting and anaylsing public data and information related to electrical safety
- Undertake other tasks to support the Head of Policy and Public Affairs and wider team

Person Specification (Essential)

- Educated to degree level or equivalent in a relevant field, such as research, public policy, politics or political science, economics or social sciences
- Several years of experience in research and policy development, preferably in a management capacity, including collaboration with a range of research stakeholders, including Think Tanks
- Excellent research skills, including experience with a variety of qualitative and quantitative research methods in professional or academic settings
- The ability to scope, commission and manage the development of qualitative and quantitative research

- Excellent written and verbal communication skills, with the ability to present complex and technical information to a range of audiences, including a proven track record of producing well-received documents (such as reports, policy papers etc)
- Knowledge of public policy change across the four nations of the UK, as well as experience advising colleagues on policy areas
- Strong analytical and problem solving skills, with the ability to interpret complex data and information to support evidence-based policy options
- Strong organisational and project management skills
- A team player – willing to help support colleagues within the organisation
- A positive 'can do' attitude with a clear focus on outcomes and impact
- Great IT skills
- Ability to travel when required throughout UK and occasionally work outside normal contractual hours

Person Specification (Desirable)

- Interest in working in the not-for-profit sector
- Experience of data management software and other analytical tools to support research and policy activities