

JOB DESCRIPTION			
Job title	Researcher	Department	Nuffield Family Justice Observatory / Cross Domain
Job holder	Vacant	Reports to	
Job type	Permanent	Date created/amended	March 2019
Job aim	<i>To carry out relevant research and information gathering, analysing data, summarising evidence, drafting and editing papers and reports, and building networks across range of policy areas which Nuffield Foundation covers, with particular focus on Family Justice.</i>		
Key responsibilities: Including but not limited to			
1. Researching and report writing			
	<ul style="list-style-type: none"> ▪ Conduct research, particularly gathering and synthesising information, and reviewing and analysing data across a variety of topic areas but with particular focus on Family Justice issues ▪ Drafting and editing papers and reports, ensuring their accuracy and fitness-for-purpose 		
2. Project management and co-ordination			
	<ul style="list-style-type: none"> ▪ Provide support with project coordination and management ▪ Help source external suppliers (such as academic experts) or support where necessary. 		
3. External relations and engagement			
	<ul style="list-style-type: none"> ▪ Keeping up-to-date with developments relating to potential, current, and previous work at the Foundation by both attending external meetings and events and helping organise internal ones. ▪ Develop working relationships or networks with organisations and individuals ▪ Assisting with organisation and effective delivery of engagement activities 		
4. Support for wider work across the Foundation			
	<ul style="list-style-type: none"> ▪ Providing research support to other staff and projects across the Foundation (in particular, the project on the First Five Years of Life). ▪ The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested. 		

Person specification	Essential (E) or Desirable (D)
Experience	
Experience of a range of social research techniques (whether through experience or academic training), especially evidence review	E
Experience of coordinating and managing projects	E
Experience of working in a policy or industry environment, such as international organisations, government agencies, think tanks or learned societies; or experience in tech companies or consultancies	HD
Experience of writing on complex topics for a general audience	D
Experience in setting up research collaborations involving multiple stakeholders	D
Experience with research planning and coordination, working with committees or working groups	D
Knowledge and Skills	
A good relevant first degree, and preferably a Masters, in either a social science, humanities subject, philosophy, or law	E
Ability to work with a diverse range of stakeholders	E
Evidence synthesis and analysis skills	E
Drafting and editorial skills	E
Personal Qualities	
Flexible in approach	E
A collaborative approach to research and thinking, and a good team player	E
The ability to communicate research and data clearly	E