



Job Description

Job Title: Head of Research, Evidence and Insight

Number of days: 3 days per week (or equivalent)

Salary: FTE salary is £40,000. (Pro rata for 3 days is £24,000)

Contract type: Fixed term contract until end March 2022. We are open to discussing different ways of managing this role depending on personal preference i.e. freelance contract

Responsible to: Flexibility Works Director and Co-Founders

Role Purpose: This role is central in helping Flexibility Works to develop and lead a range of research and insights projects on flexible working - focusing on employers and people in work - in order to inform and support both our commercial employer work and our social justice priorities.

Flexible Working: This role is integral to our small core team. There is flexibility on the hours worked and flexibility on where you work (home working is possible combined with occasional office working, post Covid-19). The role will predominantly be based at home initially. We urge you to talk to us about the flexibility you need particularly under the current circumstances.

Role & Context

Day to day in this role, you will be managing a range of projects; you will create and project manage 'depth interviews', employer and employee surveys and run focus groups alongside analysing data and drawing sophisticated conclusions. You will also support us to develop strategic projects within the organisation and will be responsible for occasionally commissioning external agencies.

You will have great autonomy to design and develop a range of research and insights projects, which will lead to a deeper understanding of employee and employers views and experiences of flexible working at a national level and for specific groups. Part of this work will focus on lower income workers and their experience of flexible working. Everything you do will be helping to drive forward the flexible working agenda in Scotland – helping more people and more businesses benefit from flex.

This is a new role for the organisation and a unique opportunity to play an intrinsic role within a small, dynamic start-up. You will not only help to achieve organisational objectives, but you will also help to shape them in this current fast-moving climate.

You will be given a high level of autonomy, whilst also benefitting from the experience of Flexibility Work's co-founders, colleagues, trustees and trusted advisors.

This is an inclusive working culture, where all Flexibility Works employees are expected to be highly proactive, to bring ideas and opportunities to the organisation and to find new and creative ways for the organisation to make impact.

Flexibility Works is a social business, co-founded by two of Scotland's leading experts in Flexible Working – Lisa Gallagher and Nikki Slowey. With a practical and creative approach, Flexibility Works supports employers to develop more flexible workplaces – a win-win for their people and their organisation. Flexibility Works is a leading commentator on flexible working in Scotland and also works closely with the Scottish Government and policy makers to drive forward this agenda.

2. Key Duties and Responsibilities

Strategic

- Advise and identify suitable survey and research tools to maximise the collection and analysis of employer and employee data
- Engage in the wider strategy of the organisation by exploring and generating new ideas in the areas of research and data to help further our work
- Analyse and draw sophisticated conclusions from data
- Offer creative research solutions in response to the informational needs of the organisation
- Support the Directors to generate impact measurements for the work of the organisation
- Support the Directors to develop new projects related to research, insights and collection of data
- Keep the team up to date with latest trends and thinking in relation to research and data, ensuring research and data becomes embedded in Flexibility Works
- Provide regular updates and reporting against targets.

Operational

- Develop, design, conduct and project manage interviews, focus groups and surveys for employers and employees
- Organise, design and carry out 'depth interviews' with marginalised or vulnerable people
- Communicate high quality and varied research outputs and findings for a range of audiences including analysis, report writing and presentations
- Very occasionally support the commissioning of external agencies
- Work with external stakeholders such as employer clients and funders
- Take responsibility for data and project management and administration as it relates to delivering work
- As a small new-start organisation it is expected that all employees be adaptive and work collaboratively and supportively with colleagues, and as such you will be expected to perform other reasonable tasks as set out by the Directors.

3. Person Specification

Knowledge and Experience

- At least five years' experience in a relevant role
- Expertise in designing, delivering and project managing research projects from inception to completion
- Sound knowledge of research strategies and methodologies

- Experience of designing, planning, and conducting surveys, depth interviews and focus groups
- Experience of analysing survey data, including working knowledge of statistical methods and techniques
- Knowledge and experience designing and undertaking qualitative research, including focus groups and interviews, including analysing qualitative data
- Experience of writing research reports and disseminating research findings using a variety of media
- Strong digital literacy
- Experience of commissioning and managing relationships with external research companies is desirable
- Experience working with and interrogating data.

Skills

- The ability to think creatively and strategically - seeing the bigger picture and setting objectives in order to develop and improve the organisation
- Bring credible ideas and solutions
- Excellent written and verbal communications skills
- Strong attention to detail
- Ability to multitask working on several projects simultaneously
- Strong organisational, planning and prioritisation skills.

Personal Attributes

- Aligns to our values, which are:
 - We make a positive difference
 - We are curious
 - We get stuff done;
 - We get to know people and their story;
 - We have fun
 - We are supportive and kind
- Work autonomously taking ownership
- Communicate openly and honestly
- Proactive, with a high level of initiative.
- Ability to listen and collaborate with others
- Positive and resilient
- Adopts a flexible, adaptable approach, even in the face of difficulties
- An interest in the flexible working agenda.