**POLICY & RESEARCH ASSISTANT**

**ROLE PROFILE**

**Purpose**

This is a new post which will play a key role in achieving the Bevan Foundation’s vision of a fairer, more prosperous and sustainable Wales, by undertaking analysis and research, and by developing effective and evidence-based solutions.

The post will support the delivery of a wide range of projects. The key project in the coming 6 months is to research the opportunities available to young people without five good GCSEs and to develop practical proposals for change.

Additional duties will include monitoring the activities of the National Assembly for Wales and preparing data for our new ‘State of Wales’ briefings.

The post is accountable to the Policy & Research Officer.

**Key accountabilities**

The Bevan Foundation is a small organisation and **all** staff are expected to make a broad and varied contribution to its work. The key accountabilities are:

**1. Research, analysis and policy development 70%**

* Access and analyse a range of data sources including Welsh and UK government statistics, reports and other sources.
* Develop appropriate research instruments and undertake primary research using mainly qualitative techniques such as focus groups and stakeholder interviews.
* Help to develop effective, reasoned solutions based on evidence.
* Present findings clearly in writing, in tables and graphs and via infographics as well as orally.

2. **Political Monitoring 10%**

* reviewing weekly the activities of the National Assembly for Wales, Parliament and other stakeholders and identifying those of interest to the Bevan Foundation.

3. **Project Administration 10%**

* Ensure all records are correctly maintained, manage correspondence and queries, arrange meetings etc.

4. **Contribute to the wider work of the Bevan Foundation**  10**%**

* contribute to the development of new projects and funding applications;
* any other contributions that further and support the work of the Bevan Foundation.

**PERSON SPECIFICATION**

**Essential**

1. Excellent research and analytical skills including:
* understanding of different research methods and the ability to use them;
* ability to analyse qualitative and quantitative data and draw evidenced conclusions.
1. Excellent communications skills, including the ability to communicate conclusions effectively in a variety of writing styles.
2. Excellent inter-personal skills, able to establish constructive relationships with people from a wide range of backgrounds.
3. A good knowledge and understanding of the policy issues facing Wales, particularly education, youth and skills policies, and a willingness to engage with and develop expertise in a wide range of subjects.
4. Proven ability to use IT packages, including Microsoft Office packages.
5. Ability to work independently as well as in our team.
6. Willingness and ability to undertake some travel throughout Wales and to work occasional unsocial hours.
7. A good degree in a relevant subject.

**Desirable**

1. Full, clean driving licence.
2. Ability to speak and understand Welsh.
3. Knowledge of research software.
4. Demonstrable record of commitment to equality and the positive value of diversity, and an understanding of its application to policy work.

**TERMS AND CONDITIONS**

**1. SALARY – up to £25,000 p.a.**

The annual salary is up to £25,000 but the Bevan Foundation may at its discretion vary its offer depending on the skills, abilities and experience of applicants.

**2. ANNUAL LEAVE**

Annual leave is 20 days per annum from 1st April to 31st March, plus statutory Bank Holidays. An additional 2 days leave are accrued after each year of employment up to a maximum of 26 days. Leave is pro-rata for part-time workers.

**3. HOURS OF WORK**

A normal working week is 37 hours, 9 – 5 pm, although these hours may vary from week to week to meet the needs of the job. Overtime is not normally paid for additional hours worked, but may be taken as time off in lieu.

We are open to discussion about variations to this working pattern, including part-time working. We will also consider candidates seeking a secondment wishing to work only on the opportunities for young people project for 3 days per week.

**4. STATUS**

Funding for this post is available for six months from the start date. As with all posts in the Bevan Foundation the post holder is expected to help to secure funding after this date. Should funding not be secured we regret that the post will not continue.

**5. PENSION SCHEME**

The Bevan Foundation will contribute a percentage of salary to either the government pension scheme NEST or a pension scheme of the employee’s choice. Further details will be provided to the successful applicant.

**6. REMOVAL AND RELOCATION EXPENSES**

The Bevan Foundation regrets that it is unable to offer assistance with removal and relocation expenses.

**7. LOCATION**

The Bevan Foundation’s office is in Merthyr Tydfil town centre, close to the bus and rail station and with pay & display and free parking nearby. We are open to discussion about occasional working from home or another location.

**8. PROBATIONARY PERIOD**

New appointments are subject to a six months probationary period. Performance is reviewed after three months and again after six months. At the end of the probationary period the outcome of the assessment may be confirmation of post; notice of dismissal; or at our discretion, an extension of the probationary period by a further three months.

**9. POLITICAL IMPARTIALITY**

The Bevan Foundation is an independent and politically impartial organisation. We appoint candidates solely on their ability to perform the duties required of them. We do however discuss with shortlisted candidates any significant political activity undertaken in the last five years so that we can explore their ability to perform the role.

Our statement on independence expects all staff to uphold the principle of impartiality in the course of their duties.

**10. EQUALITY AND DIVERSITY**

The Bevan Foundation recognises the positive value of diversity, promotes equality and challenges unfair discrimination. We will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, transgender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age, social class, educational background, employment status, working pattern, trade union membership or any factor irrelevant to employment.

7th April 2017