

FAIR WORK IN THE FOUNDATIONAL ECONOMY PROJECT OFFICER

ROLE PROFILE

Purpose

This is an exciting new role with Wales' most influential think-tank, working on a project to increase 'fair work' in the foundational economy. The project is funded by the Welsh Government's Foundational Economy Challenge Fund until March 2021.

You will be responsible for increasing understanding of the root causes of low pay and poor work conditions in key economic sectors and developing new and innovative solutions to improve them.

You will do this by reviewing existing evidence and co-ordinating the collection of new findings, working with employers, trades unions and employees in four key sectors, and developing proposals for changes in policy, practice and legislation.

You will be responsible for the planning, delivery and completion of the project on time. As part of a very small team, you'll also be able to contribute to the wider work of the Bevan Foundation.

This is a joint project with Wales TUC but the post is hosted by the Bevan Foundation and the postholder is accountable to its Director.

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 and analysis (20%)

- Co-ordinating and undertaking research into fair work in the foundational economy.
- Drawing out key messages and presenting them clearly in writing and orally.

2. Co-ordination and engagement (40%)

- Developing and maintaining effective relationships with key stakeholders from a wide range of interest groups.
- Speaking and writing clearly and persuasively including briefings, online articles, reports, presentations.
- Maintaining comprehensive and accurate records of project activities and outcomes.

- Developing and delivering relevant events such as seminars and conferences that challenge, inform and inspire.
- 3. Policy Innovation (20%)**
- developing practical proposals for changes to practice, funding, policy and legislation to implement new approaches, through dialogue with a range of economic actors.
- 4. Project Management (10%)**
- Plan and manage projects ensuring that objectives are met, and that projects are delivered on time and to budget.
- 5. Contribution to the wider work of the Bevan Foundation (10%)**
- maintain an awareness of the external policy environment;
 - 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 understanding of the economy and labour market in Wales, its policy and legislative context, and its key institutions.
2. Good research and analytical skills including:
 - the ability to analyse and interpret quantitative data
 - the ability to review and assess other evidence
3. Excellent co-ordination and engagement skills including:
 - Ability to develop effective working relationships with a wide range of stakeholders.
 - Ability to engage stakeholders in new ways of working
 - Ability to manage complex networks and interests.
4. Ability to develop practical solutions to address economic and social problems techniques, including:
 - Analysis of evidence
 - Ability to synthesise solutions
 - Application of findings to new conditions.
5. Excellent communication skills, including an ability to communicate complex ideas effectively and persuasively orally and in a variety of writing styles.
6. Proven ability to plan, organise and implement projects on time and to budget.

7. Proven ability to use standard Office IT packages.
8. Ability to work independently and as part of a team.
9. Ability to represent the Bevan Foundation at the highest levels, including at Assembly Committees, media interviews etc.
10. Willingness and ability to undertake some travel throughout Wales and to work occasional unsocial hours, sometimes involving overnight stays.
11. Track record of commitment to equality and diversity and its application in policy work.

Desirable

12. Full, clean driving licence.
13. Ability to speak and understand Welsh.

Secondments

The post may be suitable for a secondment – please contact us to discuss if this is of interest.

TERMS AND CONDITIONS

1. SALARY

The salary is expected to be in the region of £30,600 p.a. but the Bevan Foundation may at its discretion offer a higher or lower initial salary depending on the skills and abilities of applicants.

2. ANNUAL LEAVE

Annual leave is 24 days per annum rising by 2 days per year for each year of employment to a maximum of 30 days p.a., plus eight statutory Bank Holidays.

3. HOURS OF WORK

A normal working week is 37.5 hours. Typical hours of work are 9 a.m. – 5 p.m. Hours of work may vary to meet the needs of the job. We will consider requests for a different pattern of work provided they are compatible with the needs of the Bevan Foundation.

Overtime is not normally paid for additional hours worked but may be taken as time off in lieu.

4. STATUS

The post is offered on a permanent basis. Funding is available to March 2021 subject to satisfactory performance and as with all posts in the Bevan Foundation the post holder is expected to help to secure future funding.

5. PENSION SCHEME

The Bevan Foundation contributes a percentage of employees' salary to either an auto-enrolment scheme or pension scheme of the employee's choice.

7. LOCATION

Your fixed base is the Bevan Foundation's office is in Merthyr Tydfil town centre, which is close to the bus and rail station and pay & display parking. There may also be potential to hot desk at Wales TUC's office in Cardiff. We are open to discussion about working from home or another location for some of the working week, subject to the needs of the Bevan Foundation.

6. REMOVAL AND RELOCATION EXPENSES

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

8. PROBATIONARY PERIOD

New appointments are subject to a six months probationary period.

9. POLITICAL IMPARTIALITY

The Bevan Foundation is an independent and politically impartial organisation. We expect all staff to uphold the principle of impartiality in the course of their duties.

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.

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.

27th November 2019