

**Research Officer**

**Salary: c. £35,000, dependent on experience**

**About EngineeringUK**

EngineeringUK is a not-for-profit organisation that works to inspire tomorrow’s engineers and increase the talent pipeline into engineering through educational initiatives. We run two national educational programmes:

* The Big Bang UK Young Scientists & Engineers Fairs
* Tomorrow’s Engineers, a programme of coordinated schools outreach and careers inspiration which seeks to create the next generation of engineers.

These initiatives are underpinned by evaluation activities to assess the impact of their effectiveness, as well as wider research concerning the skills supply and demand in the engineering sector.

**About this role**

We are embarking on an exciting new strategic plan, with a core element of that plan to become the recognised, trusted voice and thought leader by government, employers and professional institutions on the engineering labour market, talent pipeline and best approaches to engage young people.

Reporting to the Research and Impact Manager, youwill support the delivery of our research into key issues for the engineering and educational sector, such as the STEM skills shortage or gender underrepresentation within the engineering profession. You will also work on activities to evaluate EngineeringUK’s own programmes.

This will mean providing support across a range of activities and working with colleagues across EngineeringUK and our partner organisations. You will therefore be an excellent team player, who is also able to work independently and adept at managing multiple tasks in a deadline driven environment. A good understanding of research methods, protocols, and procedures is also essential.

The role will be based at the EngineeringUK offices in Woolgate Exchange, Basinghall Street, London, EC2. It may involve occasional travel, including attendance at The Big Bang Fair in March.

**Role responsibilities**

* To support data collection and analysis activities to evaluate EngineeringUK’s interventions, both in terms of immediate outcomes and longer-term impact on young people’s subject choices
* To undertake desk research, including literature reviews of existing reports and analysis of large-scale datasets, and to summarise research findings for a range of audiences
* To support the formulation of EngineeringUK policy positions and research evidence via the maintenance of a research and policy library
* To lead on the delivery of the *State of Engineering* Excel resource and summary report, and to support all other associated outputs, including research reports/briefings
* To develop interactive data dashboards in Tableau or similar data visualisation software
* To manage aspects of research and data administration, including specifications with external data providers and external research agencies; logistics for fieldwork (such as communicating times, locations, and targets to interviewers, preparing and managing information sheets and consent forms; etc); and progress reports
* To enforce research ethics, data storage and data management protocol, ensuring that research is conducted in line with relevant policies, codes and applicable legislation
* To respond to research and data-related queries from the engineering sector and internal colleagues
* To work with internal stakeholders to assess research requirements and embed learning from research and evaluation activities into the development of future activities
* To keep up-to-date with developments in education and/or STEM-related policy and available data, as well as research methods

## **Other duties**

This job description sets out the requirements of the role at the time it was drawn up and which may change over time. The Research Officer will be expected to undertake other tasks or duties as required; work in line with EngineeringUK’s Quality Management System (QMS); and comply with EngineeringUK’s data protection policies at all times.

**Person specification**

**Educational requirements**

* A first degree or equivalent evidence of analytical, communication and problem-solving ability
* A qualification and/or in work training in the application of research methods

**Essential experience and attributes**

* Passion for and experience in researching social issues, preferably in the education arena
* Detail-oriented individual with strong attention to accuracy and organisation
* Numerically confident, with experience using and analysing large-scale datasets
* Experience undertaking literature reviews, identifying relevant evidence and appraising its quality
* Excellent written skills, with experience summarising research findings for a range of audiences
* Strong time management skills, with experience working on multiple research projects at once, adapting to changing priorities and meeting hard deadlines
* Excellent IT skills, with experience using Excel, statistical analysis software (e.g. SPSS, STATA, R, SAS or similar) and computer-assisted qualitative data analysis software (CAQDAS) (e.g. Atlas.ti, NVivo or similar)
* Ability to work independently and prioritise own tasks and time, but also take direction, be flexible and work collaboratively with others
* A team player, contributing to team decisions and facilitating cross-organisational working
* An understanding of ethical and legal aspects of social research and the ability to adhere to appropriate research ethics and data protection protocol

**Desirable experiences and attributes**

* Experience working with data visualisation tools
* Experience conducting quantitative and qualitative social research, including survey design and analysis, focus groups and one-to-one interviews
* Experience with education and workforce datasets, such as UCAS, HESA, LFS, Working Futures, etc.

**Applying for this role**

Please send a CV and statement in support your application (detailing how you fulfil the key criteria for the role) by email to HR@engineeringuk.com, quoting the job title in the subject of your email. **Your personal statement should include a short paragraph on each of the criteria listed in the Person Specification to show why you would be a suitable candidate for this role.** The deadline for applications is **23rd May, 23:59.**

**Interviews**

Applications will be assessed against the requirements for the post as set out in the Role Profile and Person Specification. We aim to notify candidates who have been shortlisted by 25th May. If you have not heard from us by this date, please assume that you have not been successful.

First interviews will be held on 31st May and 1st June.