

**Job Description – Senior Researcher**

**Status:** Permanent

**Location:** Leatherhead, Surrey

**Reporting to:** Head of Research & Risk

**Primary Function**

* To provide comprehensive research and negotiating support to the National Secretary and National Chair and others on the terms and conditions of service of police officers, in support of PFEW’s core purpose and strategic objectives.
* To proactively research and evaluate information on a wide range of work-related issues for elected members of the Federation for the formation of policy.
* Provide technical support to Researcher and Research Assistant.

**Responsibilities and Duties**

* Plan, design and undertake a range of large-scale and/or complex surveys and other research projects.
* Supervise Researcher and Research Intern to undertake smaller, less complex research projects.
* Undertake secondary research, including systematic literature reviews, on a range of topics including but not exclusive to talent management, pay systems, wellbeing and equality issues.
* Analyse, interpret and compare complex facts and figures, and make recommendations to policy makers.
* Work with the Head of Research & Risk on strategic direction of The Research & Risk Team
* Work with Head of Research & Risk and policy makers to identify research and analysis required to support PFEW’s core purpose and strategic objectives.
* Work with Head of Research & Risk and policy makers to identify research and analysis need required to address emerging issues within PFEW’s operating environment. Prepare concise briefings to summarise and explain complex research and data for policy makers.
* Utilise an Evidence Based Human Resources (EBHR) approach, including arranging and running workshops and other methods of stakeholder engagement
* Work independently, and collaborate with members of the Policy team, to prepare evidence-based consultation responses and other submissions (e.g. to feed into NPCC, College of Policing and Home Office reviews).
* Commission, work with and monitor external researchers and academics on specific research projects, ensuring compliance with PFEW and departmental procurement processes, including drafting Memoranda of Understanding and Invitations to Tender and monitoring performance and delivery targets.
* Assist with the preparation of evidence for the Police Remuneration Review Body
* Deliver income-generating research projects for external staff associations where appropriate.
* Represent PFEW externally at conferences, meetings and events.
* Represent the Research team at internal PFEW conferences, meetings and events.
* Advise policy makers and other PFEW colleagues on research best practice.
* Act as a first point of contact for research-related enquiries from subcommittees.
* Work to increase the profile and reputation of PFEW research, for instance through peer-reviewed conference presentations and journal articles.
* Conducting ad hoc research and analysis for Federation branch boards where appropriate.
* Ensure compliance with legal, ethical and research best practice requirements.
* Support and mentor the roles of researcher and research assistant within the team by providing technical guidance and supervising their activity when collaborating on projects.

**Additional Responsibilities**

* Undertake other research-related tasks as required by the Head of Research & Risk

**NB Please note that these duties and responsibilities are not exhaustive and may be changed from time to time in line with the reasonable requirements of the Police Federation and as directed by the line manager, on behalf of the National Secretary.**

**Person Specification**

**It is essential that the postholder:**

* Hold a degree with a substantial social research component.
* Be able to supervise and mentor more junior colleagues with regards to all aspects of research design and delivery.
* Has a proven track record of designing a wide range of research studies.
* Have substantial experience of secondary research, including systematic literature reviews, and an understanding of the Evidence Based Human Resource (EBHR) process.
* Substantial experience of running workshops or focus groups.
* Be able to convey a clear message both verbally and in writing to a wide range of audiences
* Have expertise in quantitative and qualitative analysis packages (e.g. SPSS, NVivo, Excel)
* Have a thorough knowledge of legal, ethical, quality assurance and other compliance issues within the research process.
* Have detailed understanding of issues affecting the validity, reliability and rigour of research and analysis such as statistical power and sample sizes.
* Demonstrate attention to detail and ensure accuracy in their work at all times
* Possess good interpersonal skills, to work in partnership with and influence a range of contacts, both internal and external, in support of the Police Federation’s objective

**Benefits:**

* **£42,000 salary**
* **26 days’ annual leave per annum + Bank Holidays**
* **Hybrid working (3 days in office, 2 WFH)**
* **Free lunch on site**
* **On-site parking**
* **Gym on-site**
* **Employee discounts**
* **Employee Assistance Programme (EAP)**

**All applications should be sent to recruitment@polfed.org.**