Job Title: Research Manager   
Grade: 12

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

The purpose of the Insight Team is to deliver high-quality insight, aligned to the strategic priorities of Staffordshire County Council and Staffordshire, that shapes and influences strategy and decision-making.

About the Role

The Research Manager is a strategic expert and a corporate insight leader within the organisation. They are accountable, alongside other senior managers, for working collaboratively to support the Council to be insight-led, in shaping strategy and decision-making, to deliver improved outcomes for Staffordshire.

This role is responsible for the Insight Team within Corporate Services. The team provide high-quality strategic insight, to the County Council, aligned to the priorities of the County Council and Staffordshire, that shapes and influences strategy and decision-making.

The post holder will ensure the Insight Team are flexible and responsive to the changing environment and will ensure that the team play a full part in driving and supporting the delivery of the Council’s Strategic and Delivery Plans.

Reporting Relationships

Responsible to: Head of Policy and Insight

Responsible for: Research Leads, Senior Researchers and any such staff that may be placed under the post holders control.

Key Accountabilities:

1. Support, influence and challenge the Senior Leadership Team (SLT), Cabinet, Senior Commissioners and partners to ensure effective insight and analysis directly shapes strategy and decision-making.

2. Responsible for the development and delivery of an effective strategic insight programme to the organisation and partnership, that directly influences and shapes strategy and decision-making at the most senior level.

3. Plan and manage resources to ensure that the insight work programme is delivered efficiently and effectively, and assume overall responsibility for the management and quality of insight and analysis.

4. Responsible for the management of the research staff, including providing direction, support and professional development.

5. Responsible for the commissioning and contract management of relevant Insight Team procurement activities, including ensuring contracts remain in budget.

6. Ensure the Insight Team has effective, proactive relationships across the organisation and with partners.

7. Responsible for the organisations strategic approach to citizen engagement, supporting the development of the organisation’s Communities approach.

8. Work closely with the Data Lead to ensure effective provision of data management support in the delivery of the insight work programme.

9. Lead on development projects on behalf of the Insight Team and the wider Strategy Team, as required.

10. Work with the Head of Policy and Insight to contribute to the development of the wider corporate agenda and continuous improvement of the Insight Team.

11. Accountable for the strategic development of Geographical Information System (GIS) across the Council, ensuring it meets the needs of the organisation.

12. Support the development of the organisation’s relationship with Staffordshire’s Healthwatch and advocacy provider, including delivery of the contract within budget.

13. Represent the Council, where appropriate, at internal and external forums, and deputise for the Head of Policy and Insight and provide operational management support as required.

This post is designated as a casual car user.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes.

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme\*** | **Criteria** | **Measured by** |
| **employer_small**  **employer_small** | **Qualifications**   * Educated to a degree level or equivalent, or equivalent experience in a relevant field. * Appropriate postgraduate qualification or equivalent experience. | A/I/T |
| **employer_small**  **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**   * Minimum of 3 years’ experience of leading and delivering research and insight projects across a range of themes or in a closely related area. * Minimum of 3 years’ experience of managing a team of insight staff * Demonstrable experience of delivering high quality insight that has impact. * Significant knowledge and experience of IT systems used for undertaking research projects. * Significant experience in cross-organisation and multi-agency working. * Experience of working with, and influencing at a senior level – Directors, Cabinet and Senior Commissioners. * Extensive knowledge of a range of insight tools and techniques, including qualitative and quantitative, statistical techniques and methodologies. * Understand the role of insight in a large, complex, diverse public sector organisation. * Experience of presenting complex research findings to a diverse audience. * Knowledge and understanding of information governance and data protection principles and processes. * Experience of working within a public sector organisation and an understanding of operating within a political environment. | A/I/T |
| **employer_smallemployer_smallemployer_smallemployer_smallemployer_smallemployer_small** | **Skills**   * Strong influencing and persuasive skills. * Ability to recognise key issues, consider and implement solutions. * Ability to push forward news ideas and ways of working. * Excellent communication and interpersonal skills. * Ability to manage complex projects and relationships with partners and stakeholders. * Analysing and interpreting complex data and information. * To manage and prioritise own workload. * To be able to manage conflicting demands and pressures. * Excellent written communication skills, including the ability to use a range of different styles to suit the needs of different audiences. * Ability to present and deliver complex and potentially sensitive messages in a clear and concise manner to a diverse audience. * Demonstrable skills of working effectively as a team leader and as a team player. | A/I/T |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Talent & Resourcing Team 01785 278300.**

**Shared Services on 01905 947446**