



## **WORK WITH US**

### **Job Description – Research Officer (full-time)**

November 2023

## **JOB DESCRIPTION: Research Officer (full-time)**

Location: 40 Queen Street, London EC4R 1DD

Grade: Full-time, permanent

Responsible to: Head of Research & Policy

---

**Applicants are asked to send their CV to Ramin Bokaian [ramin.bokaian@charteredabs.org](mailto:ramin.bokaian@charteredabs.org). Deadline for applications is 5pm on Friday 8 December 2023 .**

### **Job purpose**

The Research Officer is responsible for supporting the delivery of the research activities, data analysis and publication of reports for the benefit of the Association's members and to support our lobbying.

The post-holder will carry out data analysis tasks, lead primary research projects and draft briefing papers and consultation responses. You will have expertise in analysing datasets, writing reports and preferably experience with primary research methods. In addition, the role will entail some administrative support to the CEO and to a small number of steering committees and other stakeholder groups that provide input to our work.

This is an opportunity to join a dynamic and enterprising team based in the heart of the City of London. We are a progressive association that is very much valued by our members. You will play a key role in supporting our research to ensure it contributes to our thought leadership, lobbying and knowledge sharing. The post-holder is expected to demonstrate initiative and work well as part of a team.

### **Principal job functions and deliverables**

1. Support the Head of Research & Policy in carrying out research and writing reports to be published for dissemination to Chartered ABS members, policy makers, stakeholders, and the press.
2. Analyse higher education data, such as HESA, NSS and other relevant data to support our reports, lobbying and press statements.
3. Lead the administration and analysis of regular and ad-hoc surveys of relevance and benefit to our members, for example the Annual Membership Survey.
4. Provide administrative support to the Chartered ABS Research, and Learning, Teaching & Student Experience committees and any ad-hoc taskforces or working groups.
5. Collate evidence for and draft written responses to government consultation exercises.
6. Engage with and listen to the membership, and observe other trends to help inform new activities the Chartered ABS may carry out for the benefit of its members.
7. Provide project management support to the Academic Journal Guide, including through data review and the addition of new metrics to enhance the user experience.

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

## Person specification

### SKILLS/ABILITIES

Essential Desirable

Excellent oral and written communication skills, including the ability to turn complex information into plain English.	✓	
Highly numerate and logical thinker.	✓	
Ability to identify, prepare and analyse data from a range of different sources, including the development of new methods of research, as required.	✓	
Ability to communicate effectively and confidently with internal and external stakeholders and the general public.		✓
Ability to manage successful, complex projects without supervision and to tight deadlines.	✓	
Confidence to market recommendations to senior staff and to manage expectations.	✓	
Ability to work creatively and under own initiative.	✓	
Expertise in quantitative and qualitative research methods, and survey design	✓	

### KNOWLEDGE

Essential Desirable

Knowledge of UK system of higher education.		✓
Knowledge of UK business and management education.		✓
Knowledge of the Chartered ABS and its activities.		✓
Knowledge of the UK system of Government.		✓

### EXPERIENCE

Essential Desirable

Experience in a policy, research, or data analysis role.		✓
--	--	---

Experience in the production of policy or research papers for a variety of audiences.	✓	
Experience in data analysis from a range of different sources.	✓	
Experience of working with HESA or Heidi Plus databases.		✓
Experience in dealing sensitively and responding appropriately to a variety of stakeholders.		✓
Demonstrable expertise in the use of IT tools including Outlook, Word, Excel, and PowerPoint.	✓	
Experience in committee servicing and writing minutes.		✓
Experience of work within an educational institution; policy stakeholder body; research consultancy; or government body		✓
Experience with Tableau and/or Power BI		✓

## QUALIFICATIONS

Essential    Desirable

Education to degree level (or equivalent qualification).	✓	
Education to Masters level (or equivalent)		✓

## PERSONAL ATTRIBUTES AND CIRCUMSTANCES

Essential    Desirable

Able to work as a member of the team and on own account.	✓	
Ability to work at a high level of confidentiality.	✓	
Excellent multi-tasker who works well under pressure.	✓	
Excellent attention to detail and ability to work to tight deadlines.	✓	
Outstanding organisational skills.	✓	
Ability to work flexible and occasional unsocial hours including evenings if required.		✓
Smart personal appearance.	✓	

Reliable work record, punctual.	✓	
---------------------------------	---	--

### **About the Chartered Association of Business Schools**

The Association was founded as a charity in 1992. It is the voice for the UK's business schools and sets the agenda for business and management education in the UK within an increasingly international environment. The Association develops influential policies and promotes, communicates, and lobbies at local, regional, national, and international levels. We work with over 150 UK business schools and partners around the globe.

We operate as an independent network organisation for our members, developing leadership and management capacity, facilitating knowledge exchange, commissioning research and policy development, and representing our members' interests to a wide range of stakeholders, including government, universities, and leaders of businesses of all sizes. Our competitive advantage is that we have a deep and unrivalled understanding of the UK business school sector.

The Association currently has 120 institutional members. UK business schools teach one in six undergraduate students, one in four postgraduates, and one in three international students. Studies in business and management represent the most popular and fast-growing subject in the UK, and business schools make significant contributions to the national and regional economies.

To find out more about us, see: <http://charteredabs.org>

*November 2023*