

DEPARTMENT OF TRADE AND INDUSTRY (DTI)

APPLICATIONS INVITED FOR A RESEARCH FELLOW TO WORK AS PART OF THE DTI RESEARCH TEAM RESPONSIBLE FOR THE FIFTH WORKPLACE EMPLOYMENT RELATIONS SURVEY (WERS5) IN LONDON

Summary

1. DTI wish to commission a Research Fellow to work as part of the DTI research team responsible for planning, development, management and analysis of the Fifth Workplace Employment Relations Survey (WERS5). The main activities of the Research Fellow will include contributing to the design and development of the survey instruments; conducting secondary analysis of the WERS5 datasets; contributing to the booklet of initial findings from the study; and writing part of the full survey report.
2. We are looking for somebody to work for all or most of their time from early 2003 (and no later than spring 2003) up until completion of the survey report in the latter half of 2005. Applicants are invited to state precisely how much time they are able to contribute over this period. We recognise that the time commitment may need to build up at first depending on other commitments.
3. The deadline for receipt of applications is **noon 6 December 2002**. Interviews are expected to take place during the week commencing **13 January 2003**.

Background

4. The Workplace Employment¹ Relations Survey is a survey mapping the state of employment relations in workplaces across Great Britain. It is co-sponsored by the Advisory, Conciliation and Arbitration Service (ACAS), the Department of Trade and Industry (DTI), the Economic and Social Research Council (ESRC), and the Policy Studies Institute (PSI).
5. The last WERS was carried out in 1998² (WERS98). This was the fourth in the internationally renowned series of employee relations surveys. The sponsors of the 1998 WERS (WERS98) recently conducted a consultation exercise³ to inform their thinking on the design and overall scope of a fifth WERS. The consultation exercise closed on September 16 2002. A paper outlining the sponsors' views on how the next WERS will proceed will be published by the end of the year. Information about WERS and plans for a

¹ The 1998 survey was known as the 1998 Workplace Employee Relations Survey. Future surveys will be known as the Workplace Employment Relations Surveys. The surveys in the series were also known as the WIRS series, these will now be known as the WERS series.

² Fieldwork for WERS98 took place between October 1997 and June 1998.

³ A copy of the sponsors' consultation paper can be found at <http://www.dti.gov.uk/er/emar/wers5.pdf>

fifth WERS can be found on the DTI website:
www.dti.gov.uk/er/emar/1998wers.htm⁴

WERS5 Research Fellow

6. The Research Fellow will work as part of DTI research team responsible for planning, development, management and analysis of the Fifth Workplace Employment Relations Survey (WERS5).

7. The Research Fellow will be required to assist and support the team's Project Leader. Main activities of the post will include:

- Contributing to the development and design of the survey instruments;
- Assisting with the tendering exercise for the fieldwork contractor in line with DTI procurement procedures, tender evaluations and drafting contracts;
- Assisting with the sample design for the survey;
- Conducting secondary analysis of the WERS5 datasets;
- Contributing to the booklet of initial findings from the study;
- Writing chapters for the full report of the survey;
- Verification of the WERS5 datasets as well as preparation of the datasets for depositing at the Essex Data Archive;
- Liaison with WERS sponsors and the fieldwork contractor; and,
- Preparation of papers for WERS sponsors' meetings.

8. There is some flexibility about the precise amount of time commitment that prospective applicants are asked to make. We recognise that applicants may have existing research or other commitments that cannot be dropped immediately. Applicants may therefore need to build up their input to the project over time. However, we would require the Research Fellow to be spending a significant proportion of their time on WERS by spring 2003 at the latest. We would then expect the Research Fellow to be committing all or most of their time to the project until the second half of 2005. There could then be an easing off of time commitment once the survey report had been drafted.

9. The Research Fellow will be expected to spend a significant proportion of their committed time at DTI HQ in central London. IT facilities will be provided. It would be permissible for them to spend some of their time working from another institution if they preferred.

⁴ Further information about the WERS series can also be found at www.niesr.ac.uk/niesr/wers98/index.htm

Person specification

10.1 **Essential** requirements include:

- Good first degree and a relevant post graduate qualification in an established social science discipline;
- Sound understanding of quantitative methods, including experience of designing questionnaires;
- Sound knowledge and experience of analysing WERS98;
- Sound knowledge of employment relations issues and the labour market;
- Sound knowledge of statistics and sampling methodology;
- Strong data analysis skills, including experience of using SPSS to analyse social science data;
- At least three years post degree of designing, conducting or contributing to social science research projects;
- Sound written skills, including evidence of writing or making a substantial contribution to research reports and/or journal articles (evidence will be required of this); and,
- Good oral, presentation and inter-personal skills.

10.2 **Desirable** requirements include:

- Experience of using STATA to analyse social science data; and,
- Knowledge of the WIRS series.

Applications

11. Applicants are required to provide a full C.V. and a statement of application setting out why they consider they are suited for the Research Fellow position, addressing the person specification requirements as set out in paragraphs 10.1 and 10.2 above by noon **6 December 2003**. It is expected that interviews will take place during the week commencing **13 January 2003**.

12. Applicants should also specify how much time they are proposing to contribute to the project (in days per year) over the period February 2003 – January 2006, including highlighting any outstanding research commitments. They should also specify the day rate to be charged for their time and any other costs that would be charged for. Applicants should also specify how much of the committed time (if any) they intend to spend away from the DTI and, if so, how they propose to maintain liaison with the Department. The statement of application addressing the points in paragraphs 11 and 12 should not exceed more than 4 pages.

13. Applications will be assessed in terms of their fit against the person specification set out above, how their proposed commitment to the project fits against the project timetable, and on value for money.

14. For further information about this opportunity please contact: Barbara Kersley, WERS5 Project Leader, DTI, 1 Victoria Street, London, SW1H OET. Tel: 020 7 215 5999.