



JOB DESCRIPTION

Job Title:	Postdoctoral Research Associate (Productivity and Public Policy)
Directorate:	Micro
Location:	NIESR office at 2 Dean Trench Street, London SW1P 3HE
Reporting to:	Deputy Director for Social and Political Economy
Responsible for:	Delivery of research and policy work as part of the Productivity Institute

PURPOSE OF THE JOB

To conduct independent research on questions related to productivity, policy and institutions. To publish high-quality research. To support research projects as required, including co-authoring research, collating data for research, performing analysis to support the project objectives, and providing general facilitation of project activities. This role will also include the organisation and execution of policy-focused events.

KEY RESPONSIBILITIES

1. Research projects

- Conducting independent research and publishing in internationally leading journals.
- Assisting with and contributing to research projects, in collaboration with team members and under the guidance of more experienced colleagues, including co-authoring high-quality research.
- Preparing and drafting research proposals.
- Performs research activities, including:
 - The collection, analysis and presentation of quantitative and qualitative data.
 - Arranging and running qualitative research, for example, interviews.
 - Maintaining and holding accurate and up-to-date records to document research process.
- Conducts focused literature reviews.
- Provides general research assistance and research related administrative support.

2. Report writing

- Drafts findings of research activity for senior review.
- Collaborates on drafting of progress reports on research for funders.
- In collaboration with colleagues, drawing on research findings to draft policy proposals.

3. Dissemination and communications

- Identifying and using a variety of mediums to communicate research findings and recommendations to a broad range of audiences, and to maximise the reach and impact of the results.
- Taking the lead in organising a programme of events to contribute to and publicise the work of the Productivity Institute.
- Putting together presentation materials to convey research findings.

4. General

- Adhere to policies and procedures at all times.
- Covers for other members of the team and division as necessary.
- Being proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Undertaking, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff.
- Attend and participate in divisional and team meetings and other meetings as required.
- Contributes to the overall activities of their research team/wider NIESR team as required.
- Represents NIESR in a professional manner to stakeholders and all audiences.
- Takes responsibility for the health, safety, welfare of self, other members of staff and visitors.
- Provides support as required to the Director and the Deputy Director.

This job description covers the current range of duties and will be reviewed from time to time. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to change this job description.

PERSON SPECIFICATION

Postdoctoral Research Associate

Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or covering letter to demonstrate your capabilities, in relation to each point listed under essential requirements in the person specification. Where relevant use your answers to illustrate how your competences have helped you achieve positive results.

ESSENTIAL REQUIREMENTS

Experience

1. PhD in economics, politics, public policy or another relevant social science, or equivalent qualification or experience.
2. Experience in the practical application of a variety of quantitative and qualitative research methods.
3. Demonstrable experience of working with datasets, maintaining up-to-date data with a high standard of data integrity, and high-quality analysis.
4. Experience of drafting complex reports/policy proposals with a high level of accuracy and attention to detail.
5. Experience with working collaboratively across teams, institutions or organisations to achieve specific outcomes.
6. A strong academic record with previous experience of writing academic journals to submit for publication.

Skills, Knowledge and Abilities

7. High degree of self-motivation and ability to work under pressure while maintaining a high degree of accuracy.
8. Effective project and time management skills, including timely recording and reporting and the ability to prioritise multiple conflicting tasks to meet strict deadlines.
9. Ability to work independently without the need for constant supervision.
10. Excellent written and verbal communication skills, with the ability to adapt communication style to present complex information and ideas to a variety of audiences, including academics, the media and the general public.
11. Knowledge of standard software packages, particularly MS Office and standard data analysis packages.
12. Strong interest in real world economic and policy developments.

The following are required of all roles with the organisation. However, you do not need to address these in your application.

- An understanding of and commitment to Diversity & Equality
- Willingness and ability to work hours outside of normal office hours on occasion (time off in lieu will be granted).
- Willingness to work flexibly in response to changing organisational requirements.