

Senior Policy Research Officer

Job Level	4	Job reference No.	CA0072
		Role review date	May 2024
Directorate	Strategy & Communications	Function	Policy and Advocacy
Service	Research	Reports to:	Policy Research Manager

Scale and scope of role

Direct reports	None	Indirect reports	None
Budgetary responsibility / accountability	N/A	Accountability for other resources	N/A

Context

We help anyone, anywhere in the UK and around the world, get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives. We are part of the global Red Cross and Red Crescent humanitarian network.

Our values and principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis in the UK. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate and we want you to be able to bring your authentic-self to the Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Purpose of the role

The key purpose of this role is to manage the lifecycle of research projects, whether conducted internally or commissioned externally, with the aim of bringing about policy and practice change in line with our advocacy priorities.

Undertake and quality assure research activities such as literature reviews, interviews and workshops, and data analysis.

Main responsibilities

Designing and conducting policy research

- Advise on the best approach to meeting evidence needs and commission / undertake research as appropriate. Ensure there is no duplication of research or data collection across the organisation or of that which is available externally. Take a flexible approach to meet priority needs as they may arise through the year.
- Undertake qualitative research, in line with best practice, including primary research and reviews of literature and other external evidence, ensuring the experiences of the people we support are reflected throughout our policy, research and advocacy work.
- With the Policy research manager, work closely with policy and advocacy leads at UK Office and in the devolved nations in the development of our UK advocacy agenda and with other teams in communications and engagement, especially the media team, to ensure timely evidence is commissioned, undertaken or gathered to support high impact advocacy campaigns.
- Conduct policy-relevant analysis using a variety of data sources internal and external to the British Red Cross.
- Synthesize complex data and information into clear, actionable insights for senior management and policy makers.

Research project management

- Manage the 'end-to-end' cycle of policy research projects, whether delivered in-house or commissioned externally, fulfilling the aim to effect policy and practice change in line with our advocacy priorities.
- Project manage multiple research projects, working with internal and external partners as appropriate, and advising on research design and ethical concerns where needed.
- Work with the Policy research manager to quality assure and manage partnerships from recruitment through to the editing and publication of research and follow-up actions.

Technical expertise and insight

- Provide technical, expert support and advice to colleagues on research methods, and establish credibility with non-research staff across directorates, including senior operational leads and frontline staff and volunteers in services across the UK.

- Monitor the external environment for ongoing and upcoming research that is likely to inform and/or impact on the work of the British Red Cross, reporting back to colleagues as necessary.
- Ensure that research is well promoted to the wider organisation and support the embedding of the findings into practice. Work with media, strategic communications, and others to ensure the effective dissemination and promotion of research findings internally and to external audiences. Ensure internal resources and the public-facing website are regularly updated with outputs from the team.

Relationship building

- Work as one team with the other research functions across the British Red Cross, supporting a responsive and strategic research function across the organisation.
- Work in partnership with the evaluation team in the insight and innovation directorate and other research staff to ensure policy and advocacy across the UK is well evidenced and reflective of insight from our own services.
- Build excellent relationships with British Red Cross service managers and directors, other staff, volunteers and (where appropriate) service users, across the UK. Establish processes to ensure timely access to our services and service users for research needs.
- Support the design and implementation of a single research network for the organisation.
- Build connections externally and contribute to thought leadership, including through attending and presenting at research conferences and membership of research alliances and networks. Engage externally with universities, NGOs, other bodies engaged with similar work as necessary.
- Undertake other relevant duties within the overall scope of this post as may be required by the line manager.

Team Member

- Actively participates in all team meetings,
- Supports other team members,
- Work and behaves in accordance with all BRC policies and procedures,
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

Pre- engagement checks Criminal Records

Type of criminal record checks required for this role

England and Wales - Disclosure and Baring Service Check (DBS)
> None
Scotland
> None
Northern Ireland
> None

Drivers Checks

> Required No

Person Specification

Requirements	Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
Knowledge and Skills	S	I	A
Essential <ul style="list-style-type: none"> Extensive knowledge of a range of research methods, and experience in applying them. Good knowledge of British Red Cross policy areas, such as emergency response, health and social care, and refugees and asylum seekers. Knowledge of and/or demonstrable interest in the work of the British Red Cross and the Red Cross and Red Crescent Movement. Desirable <ul style="list-style-type: none"> Understanding of the role of evidence in the development of organisational learning, policy, advocacy initiatives. Able to carry out quantitative analysis of internal and external data sets. 	S S S	I I	A
Experience			
Essential <ul style="list-style-type: none"> Experience of conducting policy research, with experience of undertaking high-quality research in a multi-disciplinary setting. Experience in the commissioning process (either as the commissioning or the commissioned party), drafting or responding to research briefs, selecting partners, and managing research partnerships. Substantial experience of successfully managing multiple research projects at any given time, completing them to a high level of quality. Experience of managing end-to-end commissioning. Experience of collaboration with a broad range of stakeholders. Experience including service users / patients / beneficiaries in research. Experience of undertaking academic research and managing research projects. Desirable <ul style="list-style-type: none"> Experience working in and with the voluntary sector. Experience of undertaking quantitative analysis of large datasets to inform the development of policy, advocacy and influencing projects. Experience of using analysis software such as NVivo, STATA, SPSS, R, Atlas, etc. 	S S S S S S S	I I I I I I	A
Additional requirements			
Essential <ul style="list-style-type: none"> Ensures inclusive practice, challenges discrimination and promotes diversity in line with our Equality, Diversity and Inclusion (EDI) policy. 	S		

Values in Action			
<p>Dynamic - We move forward as one team.</p> <ul style="list-style-type: none"> - Every day, we're adapting, innovating and learning. - When the unexpected happens, we are calm, quick and efficient. - We respond smartly, using clear processes and systems. <p>Compassionate - We stand for kindness.</p> <ul style="list-style-type: none"> - People come first, no matter who or where they are. - We have genuine, open-minded conversations. - Together, we're a united force for good. <p>Inclusive - We are open to all.</p> <ul style="list-style-type: none"> - We treat each other with dignity and respect. - Every person's uniqueness is valued, supported and celebrated. - Our individual backgrounds and experiences make our organisation stronger. <p>Courageous - We are bold.</p> <ul style="list-style-type: none"> - We show our strength by doing the right thing. - We aren't scared to test our creative ideas. - As humanitarians, we go the extra mile to help people in crisis 			

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.