

Policy Research Manager (Maternity Cover)

Job Level	5	Job reference No.	ID: 3716
		Role review	November 2021
Directorate	Strategy, Advocacy and Communications	Service/Function	Policy, Research and Advocacy
Reports to	Director of Policy and Advocacy	Contract	Maternity cover

Scale and scope of role

Direct reports	2	Indirect reports	None
Budgetary responsibility / accountability	Up to £350k	Accountability for other resources	N/A
Reach and impact	The Policy research manager ensures that high quality policy research is commissioned and undertaken that supports the organisation's policy and influencing activity.		

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 principles and values

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.

Purpose of the role

This post is responsible for commissioning research aimed to inform and support policy and practice recommendations in line with our advocacy priorities. The postholder will work across the directorate to develop research briefs and plans for each of our cause areas, and to ensure that research projects are carried out successfully from commissioning to publication.

The postholder will provide expert advice and technical support to colleagues inside and outside the team and play a convening role across the other research functions across the British Red Cross.

Main responsibilities

1. Designing and commissioning research

- Design and be responsible for delivering a policy research strategy and plans to support priority advocacy areas, including through:
- Working collaboratively to understand and anticipate research needs to support external influencing.
- Advising on the best approach to meeting evidence needs and commissioning research as appropriate.
- Ensuring there is no duplication of research or data collection across the organisation or of that which is available externally.
- Ensuring the experiences of the people we support are reflected throughout our policy, research and advocacy work.
- Commissioning external agencies and researchers to undertake research aimed to support policy and practice change in line with our advocacy priorities.
- Managing the end-to-end process for commissioning research, from drafting research briefs through to the production of final reports.
- Work with commissioned researchers and internal stakeholders to ensure that researchers have access to our services, and the people who access them, as appropriate in order to conduct research, with safeguards in place and ensuring best ethical practice at all times.
- Follow, and ensure the policy, research and advocacy team follows, clear processes and plans to support the delivery of research within agreed timeframes and to a clear purpose.

2. Communicating research

- 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.
- Ensure that research is well promoted to the wider organisation and encourage 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.

3. Advice and oversight

- Have responsibility, oversight and quality control over all reports produced within the policy, research and advocacy department.
- Play a lead role in ensuring a responsive and strategic research function across the British Red Cross, convening and supporting research staff in other directorates via the running of the British Red Cross Research Network.
- Establish credibility with non-research staff across directorates, including senior operational leads and frontline staff in services across the UK. Provide technical, expert support and advice to colleagues on research methods.
- Manage the policy research budget, working within British Red Cross tendering guidelines, being responsible for all spend and ensuring best value for money.

Team Leader

- All team members understand their responsibilities and objectives.
- All resources involving staff managed in accordance with BRC policies and procedures.
- All staff are kept informed of relevant organisational plans and updates on development.
- Team ideas and comments are communicated and forwarded appropriately.

Team Member

- Actively participates in all team meetings.
- Supports other team members.
- Works 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).

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

> No

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.

Person Specification

Requirement			Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)
Knowledge and Skills	Essential ✓✓	<ul style="list-style-type: none"> > An experienced (5+ years <i>professional</i> experience) quantitative/qualitative researcher, with significant experience in a variety of research methods > Extensive understanding of the role of evidence in the development of organisational learning, policy, advocacy initiatives. > Proven ability to gain the trust and confidence of senior leadership. > Excellent written and verbal research communication skills, including translating sometimes complex findings into a persuasive format for a public or political audience. > Knowledge of voluntary and statutory organisations. > Demonstrable interest in policy and policy development > Ability to provide substantive expertise and support to commissioned research projects. > A flair for developing and maintaining excellent interpersonal relationships and the ability to work diplomatically. > Proven ability to work as part of a team and build collaborative relationships with other staff members, at all levels. > Highly organised and able to meet demanding deadlines. > Good knowledge of British Red Cross policy areas, such as health and social care, refugees and people seeking asylum, and human trafficking and exploitation. 	<p>S</p> <p>S,I,A</p> <p>S,I</p> <p>S,I</p> <p>I</p> <p>I</p> <p>S, A</p> <p>S, I</p> <p>S</p> <p>S, I</p> <p>S, I</p>
	Desirable	<ul style="list-style-type: none"> > Knowledge of and demonstrable interest in the work of the British Red Cross and the Red Cross and Red Crescent Movement. 	I, A

Experience	Essential ✓✓	<ul style="list-style-type: none"> > Substantial experience in a commissioning role, drafting research briefs, sourcing external agencies and managing the relationships. > Substantial experience of undertaking research and managing research programmes. > Substantial experience of successfully managing a number of different projects at any given time, completing them to a high level of quality. > Substantial experience in identifying, building and maintaining external relationships with key stakeholders. > Experience of managing large budgets. > Experience of including people with lived experience in research, ideally with a co-production focus. > Experience of consultation involving a broad range of stakeholders, strategy development and implementation. > Ability to conduct literature searches and reviews. > Experience of line managing staff. 	<p>S, I</p> <p>S, I</p> <p>S, I</p> <p>S, I</p> <p>S</p> <p>S, I</p> <p>S, I</p> <p>S, I</p> <p>S</p>
	Desirable	<ul style="list-style-type: none"> > Experience working in and with the voluntary sector. > Experience of using qualitative analysis software such as NVivo and Atlas, and quantitative packages such as SPSS. 	<p>S, I</p>

<p>Behaviours</p>	<p>Seeking insight: Digs deeper and supports others to makes the best use of information.</p> <ul style="list-style-type: none"> > Supports others to make the best use of the information available and drawing on different sources to develop new courses of action. > Asks a range of questions, from different sources, to get at the root of a situation or problem and explore possibilities. > Calls on others who are not personally involved, to get an independent perspective, background information, experience, etc. > Does not always stop with the first answer, demonstrates curiosity and tenacity. <p>Working collaboratively: Pro-actively builds collaborative relationships internally and externally.</p> <ul style="list-style-type: none"> > Takes the time to be curious, gets to know others and their perspective, formally and informally. > Manages relationships and partnerships for the long term – sharing insights, building trust, constructively and openly tackling conflict in order to agree solutions. > Helps others to understand the common ground. <p>Communicating and influencing: Takes multiple steps to communicate and influence.</p> <ul style="list-style-type: none"> > Uses appropriate British Red Cross communication tools and channels to deliver multiple messages to a range of stakeholders, clearly and effectively. > Influences others using compelling, well thought through arguments to build support and engagement. > Provides explanations, raises awareness of issues and sends consistent messages in order to support progress. <p>Solution focussed: Constructs and customises solutions and makes plans.</p> <ul style="list-style-type: none"> > Is able to analyse and evaluate a broad range of in-depth and detailed information. > Thinks through the consequences of implementing different options/solutions. > Supports solutions or proposes alternative solutions with rational, logical and well thought out options. > Finds different ways to construct and customise solutions, including finding and building on existing experience and good practice. > Seeks others' perspectives and involves them in seeking solutions. > Supports others to understand ways to balance critical and appreciative approaches. 	<p>I</p> <p>I</p> <p>I</p> <p>I</p>
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Additional requirements	Essential ✓✓	> Able to occasionally work out of usual office hours (weekends and/or evenings) as required. Able to work and travel throughout the UK occasionally, as required.
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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.