

Research Associates – role specification

Role: Research Associates	Remuneration: Daily rate depending on experience
Reporting to: Research Manager	Timing: Closing date for expressions of interest - 27 July 5pm

Pivotal is looking for a number of Research Associates to contribute to our growing research programme. This is an exciting and unique opportunity to work with Northern Ireland's independent public policy think tank.

Research Associates will be commissioned as required to complete specific pieces of research as part of different Pivotal projects. The Associates will access and use research, data and evidence to provide top-quality advice to Pivotal on a range of different topics, for example the economy, health, education or climate change. Commissioned research could range from a couple of days' work to several weeks' work, depending on the project.

Our work

Pivotal is an independent think tank looking at economic and social issues in Northern Ireland. We are ambitious for the future, seeking to promote policy solutions that improve the lives of everyone who lives here. Pivotal is not politically aligned, and acts in the public interest for the common good.

Pivotal uses research, data and evidence of what works to influence public policy. We work together with the public, policy makers, politicians, academics and others.

We engage a wide range of people in debate about public policy, particularly those whose voices are rarely heard. We do research, run events, facilitate discussions and engage with social media.

For more information about Pivotal and our work so far, go to www.pivotalppf.org

Research Associate role

We anticipate selecting a number of Research Associates who could be commissioned to complete research as required for our current projects. Research Associates will:

- Produce commissioned research outputs as required on a range of Pivotal themes of economy, health, education, poverty and inequality, climate change and biodiversity, community relations, and improving government in Northern Ireland.
- Use data, research and evidence produced by other organisations to inform analysis and conclusions.
- Apply research and evidence rigorously to inform policy ideas.
- Communicate research findings in an interesting, accessible and engaging way.

Person specification

Applicants must demonstrate that they have the following skills and experience:

Essential criteria

1. A third level qualification in a relevant discipline (e.g. economics, social policy, social research, politics, public policy) plus a minimum of three years' paid experience in producing research with policy recommendations.
2. Paid experience of completing policy based research in one or more of Pivotal's areas of interest: economy, health, education, poverty and disadvantage, climate change and biodiversity, community relations, and improving government in Northern Ireland.
3. Track record of delivering research projects of different types and on a range of topics, including defining the scope, identifying suitable research methods, delivering the project, and communicating the findings.

4. Experience of using research to develop public policy recommendations, including communicating research findings and policy recommendations in engaging and interesting ways.
5. Experience of completing policy-focussed research across a range of different topic areas.
6. Excellent organisational skills and ability to work independently and to tight deadlines.
7. Ability to work well with others and to contribute to a team.
8. Commitment to the aims and values of Pivotal <https://www.pivotalppf.org/about-us/our-values>
9. Proficient in use of Microsoft packages.

Desirable criteria

10. Postgraduate qualification in a relevant discipline (e.g. economics, social policy, social research, politics, public policy).
11. Understanding of the public policy process.
12. Familiarity with the different datasets relevant to public policy research and analysis in Northern Ireland.
13. Experience and expertise in quantitative and/or qualitative analysis, using a range of methods and tools to analyse, use and present data.
14. Experience of publishing research and policy documents to inform change through an academic peer review process or other relevant processes.

Application process

Applicants are invited to submitted a tailored CV and expression of interest (max 1500 words) setting out how they meet the criteria above. Please note that the desirable criteria may be used by the panel for short-listing if required. Applications should be emailed to info@pivotalppf.org by 5pm on Tuesday 27 July.

If you have any queries, please email info@pivotalppf.org