



# Role Profile

<b>Job title:</b>	Researcher	<b>Department:</b>	Research
<b>Grade:</b>	F	<b>Reports to:</b>	Senior Research Analyst
<b>Location:</b>	Head Office	<b>Budget responsibility (optional):</b>	

CITB aims to lead the construction sector by example to ensure fairness, inclusion and respect for all. We seek to build a workforce that reflects Britain's diverse population and people from under-represented groups are encouraged to apply for vacancies. Our main objective is to create a culture that helps all of our customers strive towards a workforce that is reflective of today's society.

## Role purpose:

- Contribute to the successful delivery of CITB's research programme by conducting research projects/activity in the area of education and training for the construction industry, with advice from Research Analysts

## Key responsibilities and accountabilities:

- Work with clients to define research requests, prepare project specifications and develop research briefs, with advice from a Research Analyst.
- Work with a Research Analyst to procure and recommend the appointment of agencies to carry out research activity.
- Set up and conduct research across a range of methodologies including desk research from secondary sources, postal, telephone, online and interview surveys, and focus groups, with advice from a Research Analyst.
- Management of external research contracts, with support from Research Analyst when needed
- Carry out analysis of data using appropriate statistical techniques and software
- Preparing draft reports and presentations relating to specific projects that the post supports, as required for consideration by relevant parties and stakeholders and agreed with the programme and individual project manager
- Contribute to the coordination and communication of research outputs by working with members of the Research Insight Team and colleagues from other areas of the business, for example Policy Team, External Affairs, Partnership Team, Funding Team and the like.
- Communicate and present research results within the research team, across CITB and to external stakeholders, at meetings and through other recognised avenues as appropriate
- Responsibility for delivery of Construction Skills Network (CSN) activity for a designated geographic area and supporting the wider UK view
- Develop, prepare, conduct and analyse online surveys using software such as SNAP, on an ad-hoc basis.
- Presentation of data using mapping software such as MapInfo and Excel
- Carry out secondary research activities on behalf of the Research Team in handling ad-hoc research requests

- Under the guidance of the Research Team develop expertise on the construction industry
- Under the guidance of the Research Team develop expertise on education and training issues
- Develop expertise on specific research methodologies
- Develop a detailed understanding of the process for procuring research via external supplier

## Decision Making and Business Impact

1. Researchers will work with Research Analysts/Senior Research Analysts in carrying out their role and Research Analysts/Senior Research Analysts will be accountable for Researchers. The main decision making and business impacts that Researchers will have responsibility for covers:
  - Taking the lead in procuring and commissioning research work with external suppliers, including tender scoring and making recommendations towards the decision on contract award,
  - The management of project budgets to ensure that work is delivered to cost and quality.
  - Ensuring that project outputs are delivered in a timely fashion, meeting the needs of customers.
  - The provision of impartial and objective advice, which includes the dissemination of research results and statistics
2. In looking after a designated CSN area, Researcher will be expected to:
  - Take a lead in communicating with the Partnership Team and CSN Members in their area, ensuring that information is disseminated and that meetings/feedback is co-ordinated effectively.
  - Work with the Partnership Team to manage and develop a network of active CSN members for their area.
3. As a member of the Research Team, Researchers will be responsible for:
  - providing guidance to colleagues who wish to commission or undertake research, including advising on whether research is required or making suggestions for alternative solutions
  - Interpreting research outputs and making recommendations that support organisational product, process, and policy development
  - Ensuring that the information, advice, and guidance provided by the Research function is relevant, fit for purpose, and adds value

## People Leadership / Team Leadership – where the role has direct or matrix reports.

- No direct reports
- Coach and support new starters within the Research Insight Team by sharing knowledge and experience

## Knowledge and Experience

## Essential

- GCSE level or equivalent in English and Mathematics
- A level or equivalent qualification
- Good computer skills including experience of using MS Excel, Word and PowerPoint.
- High level of communication skills, both written and verbal, taking complex concepts and communicating them in a clear and succinct way
- Demonstrable numeracy skills
- Demonstrable analytical and research skills
- Collection, preparation and evaluation of data skills
- Initiative self-starter, ability to manage own time and workload
- Creative and problem solving skills
- Ability to work accurately and to deadlines

## Desirable

- Degree level or equivalent qualification
- Market Research qualification, such as the MRS Certificate or Advanced Certificate in Market and Social Research Practice
- Report writing and advanced written skills
- Knowledge of managing or conducting business-to-business market research
- Knowledge of statistical analysis using techniques and packages such as SPSS or SNAP
- Project management qualification
- Knowledge of construction research
- Proof reading skills
- Awareness of relevant legislation such as Data Protection and Intellectual Property

## Behavioural competencies:

- Works collaboratively (Level 2)
- Drives for Results (Level 2)
- Building capability (Level 2)
- Communicating with impact (Level 1)
- Effective decision-making (Level 2)

## Special Conditions/Other Requirements: e.g. travel requirements, working arrangements

- Work towards achieving a MRS Advanced Certificate in Market and Social Research Practice within a reasonable time
- Able to travel throughout UK
- Able to work outside normal hours if required
- Prepared for overnight stays