



# Role Profile

<b>Job title:</b>	Head of Research	<b>Department:</b>	Policy and Strategy
<b>Grade:</b>	A - V1.1(E)	<b>Reports to:</b>	Director of Policy and Strategy
<b>Location:</b>	Head Office	<b>Budget responsibility (optional):</b>	Yes – research budget of over £3m

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:

As a member of the leadership team, this role leads the research team to develop and share an evidence base that supports CITB to develop its strategies and specific interventions on careers, standards and qualifications and training and development and to understand its impact. It also supports CITB's programmes of thought leadership and engagement with government and other key bodies. It achieves this by producing and continuously updating CITB's evidence of industry trends and needs. It responds both to the needs of internal and external research users, and also uses evidence to proactively recommend areas of action and insights to support CITB's strategy and delivery.

## Key responsibilities and accountabilities:

1. Lead and manage the team of senior research analysts. Raise and maintain external profile of research team and understanding of what it can do.
2. Develop and keep updated a comprehensive evidence base of industry trends and needs that CITB's full range of activities and its engagement with governments, drawing on CITB research, external research and customer intelligence. Put in place processes to capture this intelligence on a dynamic basis and for sharing it with relevant internal and external customers.
3. Work closely with CITB's other insight functions (e.g. Customer Insight, Technology & Change, Product Insight) to ensure that there is one core source of such data within CITB and clarity on how it is used to create evidence bases for decision making.
4. Develop a flexible research programme that contributes to the evidence base and ensures that the research team employs a range of research approaches, including those that deliver rapid responses to evidence needs. This includes CITB's programme of forecasting and local and sectoral analysis.
5. Ensure that across there is a strong understanding of the key trends in the industry, of the external environment and of CITB's strategies, key interventions and government and industry engagement. Lead the horizon scanning process to ensure that CITB anticipates key emerging trends and develops its response.
6. Develop and engage regularly with internal and external networks of subject matter experts.
7. Support CITB's interventions with evidence at all stages from the identification of outcomes, the shaping of interventions and the review of options for when programmes come to an end.
8. Proactively build cross functional links to ensure that research and evidence is used throughout CITB, particularly building links with the Strategy Team, with Communications & Engagement Teams and with Product and delivery teams both to build and to disseminate the evidence base



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## People Leadership/Team Leadership:

Three direct reports – strategic research lead and two senior research analysts

## Key contacts and relationships:

### Internal:

- Reports to Strategy and Policy Director
- Head of Policy and External Affairs – to gather and to disseminate evidence
- Head of Strategy and heads of strategy for careers, standards and qualifications, training and development – to support them with the development of insight and evidence on which to develop and continuously assess and refine the corporate strategies
- Head of Levy and Grant – to support the development of the evaluation evidence for funded interventions
- Strategic Planning and Evaluation Manager – to support the development of the evaluation evidence
- Partnership Directors – to gather and to disseminate evidence
- Head of Products and Services to gather and to disseminate evidence
- Head of Contracts & Commissioning (for delivery of commissioned research)

### External:

- Develop network of external research contacts and partners
- Engage as required with government, other related stakeholders and other industry bodies. Externally to have the expertise and gravitas where needed to present CITB's evidence base

## Knowledge and Experience:

### Essential

- Degree or equivalent level qualification or experience in related discipline
- Comprehensive experience in managing complex research programmes/projects
- Comprehensive knowledge of concepts and principles within own professional discipline, gained through broad and in-depth experience – a recognised expert and acknowledged authority within research
- Advanced analytical skills in order to be able to evaluate factual and qualitative information in complicated or novel situations; demonstrable ability to filter, prioritise, analyse and validate potentially complex and dynamic material.
- High level of communication and networking skills, including interactive listening in order to be able to negotiate with other managers and senior leaders
- Negotiation, influencing and diplomacy skills in order to be able to achieve the overall right outcome for CITB

### Desirable

- Experience in planning and policy development
- Up-to-date knowledge and understanding of the latest developments and changes in the construction industry and its structure.
- Extensive knowledge of construction research and related stakeholders
- A Higher Degree or equivalent experience that includes an element of statistical analysis and a substantial research component.



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- Project Management qualification
- Operational knowledge of other business disciplines in order to be able to resolve issues that have an impact beyond own professional discipline

## **Behavioural competencies:**

- Works Collaboratively (Level 4)
- Drives for Results (Level 4)
- Working with Courage and Integrity (Level 4)
- Innovation, Change and Agility (Level 4)
- Communicating with Impact (Level 4)
- Lead by Example (Level 4)

## **Special Conditions/Other Requirements:**

Travel as required throughout GB



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## Version Control:

Version	Date	Author	Change
0.1	19/02/2020	Stephen Radley	New Role
1.0	21/02/2020	Nicola Branson	Minor amends to ensure compliant

## Version Control System

When creating this document or making any amendments to an existing document please: indicate the version of the document in the table above along with the date and a brief outline of the change(s) made. Please follow the control system examples below to ensure consistency and continuity.

Version 0.1	Draft version.
Version 0.2	(etc.) Update to draft version.
Version 1.0	First finalised version. At this stage the document is ready to be 'issued' for Job Evaluation – but has not been evaluated
Version 1.1	(etc.) Subsequent amendments to the first 'issued' version prior to evaluation.
Version 1.1(E)	The 'E' indicates that the role has been evaluated through the Job Evaluation process and a Grade has been agreed. This is now a 'live' version.
Version 2.0(E)	Indicated a major revamp that does not affect the role's Grade. For example where the role content is reviewed after a period of time.
Version 2.0(N)	Indicated a major revamp that is expected to affect the role's Grade and re-evaluation is required.
Version 2.1(E)	Indicates that the role has been evaluated through the Job Evaluation process and a Grade has been agreed. This is now a new 'live' version.