

Job profile

**Title**: Evidence and Research Officer

**Responsible to**: Evidence and Research Manager

This is an exciting opportunity for a developing researcher with excellent organisation skills and an eye for detail to develop their research and project management skills. Strong communication skills and the ability to produce high quality written output are a must and the ideal candidate will have some experience and understanding of undertaking research which supports the delivery of policy.

**Salary:** £25 – 28k dependent on experience

**The ideal candidate will:**

* have research experience in the workplace
* have an undergraduate degree in a related discipline
* bring experience of designing and applying quantitative and qualitative methods
* be well-organised, good at planning work and managing workload across multiple work-streams
* possess an analytical mind with close attention to detail
* have good numerical, reasoning and critical thinking skills
* be confident with clear written and verbal communication skills
* be comfortable and willing to work in a team, as well as independently
* have an enthusiasm and passion for social policy and social research
* be able to work across a number of pieces of work simultaneously
* be able to work independently, communicating well with relevant colleagues to manage time and deliver accurate/insightful work

**Overall purpose of role**

As Evidence and Research Officer you will:

* work on quantitative and qualitative research and scoping from inception through to delivery
* draft reports and presentations that deliver insights which help meet SCLD’s objectives
* undertake systematic and pragmatic literature and evidence reviews
* present and disseminate research including written reports, academic publications, and presentations aimed at influencing policy and practice
* write reports and other publications, briefings and guidelines for a variety of stakeholders
* contribute to the ongoing development of SCLD’s research and evidence work programme
* support the delivery of policy as it relates to learning disability across Scotland

**Key areas of responsibility:**

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| 1. Core Research Activity
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| * 1. Develop quantitative and qualitative research methodologies which can deliver outputs capable of meeting policy needs
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| * 1. Oversee data gathering and analysis within qualitative research projects
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| * 1. Undertake quantitative descriptive statistical analysis of national data, including analysis of complex data, e.g. longitudinal analysis
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| * 1. Proactively identify research and evidence gaps within the learning disability sector in Scotland
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| * 1. Monitor and evaluate key SCLD projects and collate and communicate the impact and reach of our research outputs and activity
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| 1. Evidence gathering
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| * 1. Undertake wide ranging systematic and pragmatic literature and evidence reviews
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| * 1. Translate the outputs of existing external research sources into evidence fit for purpose
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| * 1. Engage with a wide range of stakeholders and partners to elicit opinions and shape their contributions into evidence for specific purposes
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| * 1. Engage with people with learning disabilities and understand the importance of a co-productive approach
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| 1. Communications
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| * 1. Ensure SCLD’s research and evidence outputs are promoted widely, including digital communications
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| * 1. Ensure all SCLD evidence and research outputs are accurate and produced to a high standard
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| * 1. Liaise with Scottish Government and external research partners from inception through to the delivery of research projects
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| * 1. Promote the research and evidence outputs of external partners and stakeholders from across the learning disability sector by collecting evidence and sharing and promoting good practice
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| * 1. Extend SCLD’s research and evidence profile
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| 1. General
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| * 1. Produce reports on specific areas of responsibility as required
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| * 1. Demonstrate a commitment to the value and policies of SCLD and to working inclusively with people with learning disabilities and their families
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| * 1. Undertake other tasks or duties as required for the development of the organization
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| * 1. Promote the activities of external partners across the learning disability sector by collecting evidence and sharing and promoting good practice
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| * 1. To carry out any other appropriate duties requested by the line manager
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| * 1. The above list is indicative and not exhaustive. The post holder is expected to carry out all such reasonable additional duties within the role
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| 1. Personal Development
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| * 1. Update job knowledge and skills, as appropriate for professional development, by participating in continuous learning and development e.g. training, research, maintaining personal networks
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| * 1. To be aware of own responsibilities in terms of health and safety and to adhere to company policies.
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