

Job Description – Research Assistant

Status:	Permanent. 37.5 hours per week
Location:	Hybrid – Leatherhead, Surrey
Reporting to:	Research Manager
Department:	Research

About Police Federation England & Wales

When you join the Police Federation of England and Wales, you will be part of a non-for-profit organisation that serves more than 139,000 rank and file police officers in the political and personal arena. You will work with experts in policing, motivated colleagues, and front-line officers to position the organisation as the undisputed voice of policing.

If you enjoy working in a challenging and complex environment, connecting with a diverse range of people, Police Federation of England & Wales is a great place to work.

Primary Function

To support the Research Team by assisting the Research Manager and Senior Researcher with research projects and literature reviews. This person will be researching pay, conditions of service, and general human resources issues. There is scope to learn about, and contribute to, analysis of pay benchmarking information and equal pay audits; to conduct survey work; and to undertake literature reviews on policing topics.

Key Responsibilities

- Responsible for supporting senior members of the Research team in the administration of research and analysis projects, as well as potentially undertaking some small research projects under supervision of senior members of the Research team.
- Responsible for the conduct and basic statistical analysis of surveys that are designed by the Researchers. This will require familiarity with SPSS.
- Shared responsibility for production of data trends using Home Office supplied data, and presentation of these in a series of “dashboards” (under direction of the Researchers).
- Responsible for the conduct of literature reviews on matters relating to pay, professional development, and other mainly Human Resource matters. Literature reviews may also be required on equality issues, operational policing, disciplinary procedures, and other policing topics.

Key Skills & Experience

- Be qualified to degree level within a social sciences subject
- Experience of SPSS, and basic statistical analysis including frequencies, and simple tests of difference and correlation
- Able to write reports and recommendations using data
- Demonstrate the ability to analyse and critically appraise, have accuracy in their work and demonstrate attention to detail
- Be confident working independently and as part of a team
- Demonstrate sound judgement in decision-making within the boundaries of their role
- Proficient within MS Word and Excel

What PFEW will offer you

We offer multiple benefits to our HQ employees including: flexible working, hybrid working, competitive salary, private healthcare, enhanced pension contribution, enhanced leave, employee assistance program, onsite free lunches and refreshments, free onsite gym, free onsite parking, 26 days holiday (increasing with length of service), mental health clinics, support for continuous professional development, employee discounts and more....

Interview Process

- Telephone Interview with Talent Acquisition Lead
- Timed assessment to be completed online (approx. 1 hour 15 minutes)
- Interview with Research Manager and Talent Acquisition Lead

*Please note that these duties and responsibilities are not exhaustive and may be changed from time to time in line with the reasonable requirements of the Police Federation and as directed by the line manager, on behalf of the Head of Department.