

Job Description – Research Manager

Status:	Permanent, 37.5 hours per week
Location:	Hybrid – Leatherhead, Surrey
Reporting to:	Chief Operating Officer/National Secretary
Department:	Research

About Police Federation England & Wales

When you join the Police Federation of England and Wales, you will be part of a not-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 provide comprehensive research support to the National Secretary, National Chair and others in support of PFEW's core purpose and strategic objectives. To act as the primary senior research liaison expert for all elected officials within PFEW. To proactively research and evaluate information on a wide range of work-related issues for elected members of the Federation for the formation of policy. To provide line management and development support to a Research Team comprising an Economist, x2 Senior Researchers and a Research Assistant.

Key Responsibilities

- Day to day management and leadership of the Research team.
- Evaluation of research demand, needs and priorities in order to inform the development of the team
- Working with policy makers to identify research and analysis required to support PFEW's core purpose and strategic objectives.
- Acting as a first point of contact for research-related enquiries from elected officials.
- To lead on the Research team activity planning. This includes scoping research projects, estimating delivery times and resourcing requirements for taskings, and ensuring research delivery.

- To develop and maintain quality standards for all Research outputs and provide quality assurance for all deliverables.
- Ensure that department metrics are developed and maintained for the Research team and report progress against metrics to Head of Business Operations.
- To support colleagues within the Research team in planning, designing and undertaking large scale and/or complex projects and oversee the progress of small/medium scale projects.
- Support Research colleagues in their undertaking of secondary research, including systematic literature reviews, on a range of topics including but not exclusive to talent management, pay systems, wellbeing and equality issues.
- Analyse, interpret and compare complex facts and figures, and make recommendations to policy makers on campaigning and policy positions.
- Utilise an Evidence Based Human Resources (EBHR) approach, including arranging and running workshops and other methods of stakeholder engagement.
- Support Research colleagues to prepare concise briefings to summarise and explain complex research and data for policy makers.
- Work independently, and in collaboration with members of the Policy team, to prepare evidence-based consultation responses and other submissions (e.g., to feed into NPCC, College of Policing and Home Office reviews).
- Collaborate with / commission external researchers and academics on specific research projects, ensuring compliance with PFEW and departmental procurement processes, including drafting Memoranda of Understanding and Invitations to Tender and monitoring performance and delivery targets.
- Identifying service quality, contract compliance and supplier performance issues in order to inform contract management when commissioning research.
- Work to increase the profile and reputation of PFEW research, for instance through peer-reviewed conference presentations and journal articles.
- Represent PFEW externally at conferences, meetings and events.
- Represent the Research team at internal PFEW conferences, meetings and events.
- Advise policy makers and other PFEW colleagues on research best practice.
- Ensure compliance with legal, ethical and research best practice requirements.

Additional Responsibilities

- Deliver research projects for other staff associations where appropriate (income generating).
- Conducting ad hoc research and analysis for Federation branch boards where appropriate.
- Undertake other research-related tasks as required by the Chief Operating Officer.

Key Skills & Experience

- Hold a Doctorate level (e.g. PhD) qualification with a substantial social research component. Candidates holding an MSc/MRes qualification with a substantial social research component may be considered, dependent on previous experience.
- Considerable hands-on experience in managing a team of employees at senior level with the ability to supervise and mentor more junior colleagues in all aspects of research design and delivery.
- Has substantial experience of successfully managing research portfolios and /or numerous projects simultaneously.
- Has a proven track record of designing and conducting a wide range of primary and secondary research; such as surveys, focus groups and research interviews as well as literature reviews.
- Is able to convey a clear message both verbally and in writing to a wide range of audiences
- Has expertise in quantitative and qualitative analysis packages (e.g. SPSS, NVivo, Excel), and data gathering packages such as SurveyMonkey.
- Has a thorough knowledge of legal, ethical, quality assurance and other compliance issues within the research process.
- Has detailed understanding of issues affecting the validity, reliability and rigour of research and analysis such as statistical power and sample sizes.
- Demonstrates attention to detail and ensure accuracy in their work at all times.
- Possesses good interpersonal skills in order to work in partnership with and influence a range of contacts, both internal and external, in support of the Police Federation's objectives.

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 incumbent 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.