

## Job Description – Senior Researcher

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<b>Status:</b>	<b>Full-time, Permanent, 37.5 hours per week</b>
<b>Location:</b>	<b>Hybrid – Leatherhead, Surrey</b>
<b>Reporting to:</b>	<b>Research Manager</b>
<b>Department:</b>	<b>Research</b>

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### 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.

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### Primary Function

To provide comprehensive research and negotiating support to the National Secretary and National Chair and others on the terms and conditions of service of police officers, in support of PFEW's core purpose and strategic objectives. 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. Provide technical support to Researcher and Research Assistant.

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### Key Responsibilities

- Plan, design and undertake a range of large-scale and/or complex surveys and other research projects.
- Supervise Researcher and Research Intern to undertake smaller, less complex research projects.
- Undertake 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.
- Work with the Head of Research & Risk on strategic direction of The Research & Risk Team

- Work with Head of Research & Risk and policy makers to identify research and analysis required to support PFEW's core purpose and strategic objectives.
- Work with Head of Research & Risk and policy makers to identify research and analysis need required to address emerging issues within PFEW's operating environment. Prepare concise briefings to summarise and explain complex research and data for policy makers.
- Utilise an Evidence Based Human Resources (EBHR) approach, including arranging and running workshops and other methods of stakeholder engagement
- Work independently, and collaborate 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).
- Commission, work with and monitor 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.
- Assist with the preparation of evidence for the Police Remuneration Review Body
- Deliver income-generating research projects for external staff associations where appropriate.
- 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.
- Act as a first point of contact for research-related enquiries from subcommittees.
- Work to increase the profile and reputation of PFEW research, for instance through peer-reviewed conference presentations and journal articles.
- Conducting ad hoc research and analysis for Federation branch boards where appropriate.
- Ensure compliance with legal, ethical and research best practice requirements.
- Support and mentor the roles of researcher and research assistant within the team by providing technical guidance and supervising their activity when collaborating on projects.

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## Key Skills & Experience

- Be qualified to degree level within a social sciences subject
- Be able to supervise and mentor more junior colleagues with regards to all aspects of research design and delivery.
- 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.
- Have expertise in quantitative and qualitative analysis packages (e.g. SPSS, NVivo, Excel)

- Have a thorough knowledge of legal, ethical, quality assurance and other compliance issues within the research process.
- Have detailed understanding of issues affecting the validity, reliability and rigour of research and analysis such as statistical power and sample sizes.
- Demonstrate attention to detail and ensure accuracy in their work at all times
- Possess good interpersonal skills, to work in partnership with and influence a range of contacts, both internal and external, in support of the Police Federation's objective

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### **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....

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### **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

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\*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.