Job Description, Roles and Responsibilities

SENIOR RESEARCHER

SENIOR ROLES	Band 3 Senior Researcher (Evaluation)
Key responsibilities	**Overview**: Responsible to the SMT for leading innovative learning and evaluation activities. These will include a predominant focus on leading developmental and formative evaluations (including realist evaluation, contribution analysis), improvement initiatives (including rapid-cycle design and testing) and learning partnerships. These demand mixed methods and inter-disciplinary working (qualitative and quantitative methods, integrating social research, systems thinking and design approaches). The role also includes forming and maintaining positive relationships with clients and strategic partners. In addition, leading and contributing to fund-raising efforts, effectively disseminate outputs and learning from projects to wide and diverse audiences and contribute to the general development of the organisation. **Specific responsibilities:** • Development and innovation of Dartington's approach to developmental, formative evaluation, improvement methods and learning partnership. • Ensuring an equitable and anti-racist approach to the work. • Lead multiple projects. • Forge and maintain positive relationships with clients. • Ensure high quality delivery of work, on time. • Monitor and tightly manage project budgets. • Take a lead role in creatively disseminating outputs and learning from the work. • Manage project teams (including associates). • Raise funds for new learning and evaluation projects and wider work of Dartington. • Line manage other members of the team. • Contribute to the intellectual life of the organisation, by networking, keeping abreast of developments in the field and sharing these with the wider team. • Contributing to a positive working culture. • Continually strive to embed an equitable and anti-racist approach to all research activities, using reflection and feedback to maintain accountability.

Purpose and level of external relations	• Forming new strategic relationships with collaborators or supporters. • Possess advanced communication skills for developing and maintaining important relationships at client level. • Ability to reconcile different priorities and achieving cooperation. • Experience in facilitating large, complex or high-stakes workshops or events. • Represent the organisation at external forum, including seminars, talks and external presentations.
Autonomy	• Work is guided by broad objectives. • Key performance indicators and milestones are reviewed.
Income generation responsibilities	• Contribute to successful medium to large size proposals. • Under direction of SMT lead the development and successful conversion of proposals (>£200k).
Project management responsibilities	• Project Lead role on at least three mid-sized projects, delivering high quality work on time and budget. • **OR** contribute specific skills and expertise across multiple concurrent projects and Project Lead role on at least one.
Financial responsibilities	• Responsibility for delivering projects in which they are a Project Lead within time and budget (flexing only with agreement with Project Executive).
Management of people	• Direct line management of multiple junior staff members (if sufficient staff available to manage).
Decision-making	• Determine a broad variety of decisions within a defined work area, some of which may affect others. • Determine improved working methods, set short-term targets and how these can be best achieved. Some outcomes will be unclear.
Personal qualities	**Interests, knowledge and experience of:** • Developmental and formative evaluation (ideally including realist evaluation and contribution analysis methods), evaluation of complex initiatives, improvement methods and learning partnerships. • Deep understanding and experience of the design, structure and functioning of public systems in the UK (children's services, early years, education, social care, physical and mental health, etc.). • Role of evidence and innovation in the development of policy and practice. • Communications, dissemination and design. • Science-based and user-centred design approaches to service and system design. • The science of human development. • Leadership and development of organisational culture. **Skills:** • Outstanding written and verbal communication to diverse audiences. • Proven and exceptional multiple project management skills (including effective use of relevant software). • Outstanding customer service and attention to client satisfaction. • Excellent facilitation skills. • Very well-established Line management and supervision skills.

	• Excellent IT proficiency, including: Office 365 suite of software, cloud-based file management, email management. **Personal attributes:** • Intellectual curiosity. • Committed to improving outcomes of those using services or public systems. • Willingness to develop professional knowledge and new ideas. • Excellent time and workload management. • Strong interpersonal skills. • Attuned ability to listen. • Self-motivation. • Attuned ability to listen, empathise and reflect, including on the presence and impact of power and privilege in research on communities experiencing marginalisation, including those experiencing racial inequity **Ability to:** • Organise a varied workload. • Think logically and be methodical. • Work within a tight-knit team. • To work remotely and independently. • Use initiative but to know when to ask for help. **Willingness to:** • Be supervised and receive constructive feedback. • Learn. • Flexibility and ability to use initiative. • Frequently travel and spend nights away from home. • Work evenings and weekends, where required.
Experience	• At least five years' experience working within research and/or the social sector (voluntary or statutory) at Senior level or equivalent.
Qualifications	• Ideally a PhD-level research qualification in a relevant field.