

## Researcher

**£31,880 - £41,330 p.a., depending on experience**

**London | SW1**

The Resolution Foundation is an independent think-tank focused on improving living standards for those on low-to-middle incomes. Our reputation for rigorous analytical work that results in effective policy solutions places us at the forefront of the UK debate on economic and social policy.

The Resolution Foundation is looking for a thoughtful and proactive individual to join our research team as we continue to deliver an exciting plan of work at a crucial time for the UK economy, and for public policy.

### **What does the role involve?**

The successful candidate will primarily provide research support to the Chief Executive covering a wide range of economic and social policy issues.

The role provides opportunity to develop expertise in specific subject areas and is analytically demanding. Duties include undertaking and writing up the findings of primary research; conducting secondary analysis of academic literature; drafting reports and presentations; and liaising with senior staff and external stakeholders.

The Foundation's work programme currently includes incomes and inequality; jobs, skills and pay; housing, wealth and debt; tax and welfare; public finances and the economy. More recently, we have added work streams on trade, net zero and productivity, covering these issues through both an intergenerational and regional lens.

### **What kind of person are we looking for?**

We are interested in hearing from individuals with an appreciation of some of the key drivers of the living standards of low-to-middle income households, and a broad understanding of the wider economic and social policy context in the UK. The role would suit candidates with the capacity to interpret and communicate complex data analysis and an acute attention to detail. We also require excellent interpersonal skills and the ability to work quickly and flexibly as part of a small, close-knit team. Previous experience or knowledge of economic or policy analysis is useful, but we are primarily looking for individuals with the desire to acquire these skills and the potential to make a positive contribution to our work.

***Closing date: 08:59am on 5 August 2024***

***First interviews: Week commencing 19 August 2024***

***Second interviews: Week commencing 2 September 2024***

## What is the organisational culture?

The Foundation prides itself on analytical rigour and we strive to achieve standards of excellence in all our work. This commitment is matched by dedication to our core purpose, working to improve the living standards of those on low-to-middle incomes. These twin pillars of rigour and purpose inform our culture and underpin everything we do.

As a member of our research team, the successful candidate will benefit from interaction with senior stakeholders in government, media and the wider policy-making world. We hold a regular programme of external events, hosting diverse speakers from the policy making world, including universities, the voluntary sector and the private sector, and we regularly engage with politicians from across the political spectrum. We also hold internal masterclasses and roundtables with leading experts who engage with our work in detail. The research team have backgrounds in economics, social sciences and a range of other disciplines, and carry out quantitative and qualitative research and analysis, using a wide range of micro-datasets and macroeconomic data sources.

Investing in our team is a priority for us and we work hard to ensure each employee feels valued, respected and able to give their best. We use formal training, on-the-job learning and mentoring from colleagues to actively develop the skills and reputations of all our team. Researchers can expect to develop skills in quantitative data handling and analysis; communicating research, whether in a written form, using visuals, or orally; policy reviews and analysis; and developing their own network.

We offer a competitive benefits package and a range of flexible working and family-friendly policies including generous occupational benefits and annual leave allowances. We are a small close-knit team who all support each other and share cross-organisational work in addition to fulfilling individual responsibilities. Our office is based in Westminster with home working available up to two days per week, subject to business need. We also have a range of family-friendly policies and practices.

## Diversity in Economics

The Foundation recognises the lack of diversity in economics and the policy-making sector, and works to address this through implementing and promoting best practice in internal policies and procedures, and through devising and supporting sector wide initiatives promoting careers in economics and think tanks to underrepresented groups.

Our Equity, Diversity and Inclusion Strategy encompasses all areas of our work and also our contribution to wider efforts in the sector. Many of our positive action initiatives are primarily focused on helping to feed the pipeline of future policy makers. For more information about our ongoing work in this area, please see our [recruitment brochure](#).

We are happy to provide reasonable adjustments to assist candidates to navigate the application process and/or the demands of the role itself. Please contact [sharmina.khanam@resolutionfoundation.org](mailto:sharmina.khanam@resolutionfoundation.org) if you would like to speak to someone in confidence about your needs.

## Pre-application Workshops

We value and are committed to increasing diversity within the sector and our own organisation, so we welcome applications from communities and groups currently underrepresented in economics.

To facilitate this, and to help potential applicants establish if we are the right organisation for you, we invite interested candidates from Black, Asian and other minority ethnic groups, candidates with work-limiting health conditions or impairments, those who are looking to start a second career and / or transferring from another industry and candidates from the LGBT+ community to attend a pre-recorded pre-application workshop where members of our team will share information about the think tank sector generally, the application process, and what it's like to work for the Foundation as a Researcher.

If you are interested in attending, please complete this form: <https://forms.office.com/e/iBHsMU9sVq>

## Main duties and responsibilities

- To provide research support, primarily to the Chief Executive, on a wide range of economic and social policy issues
- To write up the findings of primary analytical work and conduct secondary analysis of relevant literature
- To undertake original research as part of the Foundation's wider projects
- To draft research notes and publications working closely with senior staff
- To monitor and keep the team informed of external policy developments relevant to the Foundation's research programme
- Any other duties as deemed reasonable by the line manager

The Foundation is a fast-paced organisation and Researchers need to be comfortable working quickly and on several different projects at once. We are a small team and all employees are expected to support each other, work flexibly, and share cross-organisational work in addition to fulfilling individual responsibilities.

## About you

Essential requirements:

- Ability to write confidently and cogently
- Analytical rigour, attention to detail and the ability to interpret and communicate complex quantitative data analysis
- An appreciation of some of the key drivers of the living standards of low-to-middle income households
- An understanding of the wider economic and social policy context in the UK

Desirable characteristics:

- Excellent inter-personal skills
- Experience of working in a research and public policy environment
- Experience of working at pace on multiple projects
- Experience with statistical software packages e.g. Stata and R
- An appreciation of the benefits of mixed-methods research
- A commitment to the mission of the Resolution Foundation

## How to apply

Resolution Foundation uses an online application platform for all our roles. Developed by the Behavioural Insights Team, Be Applied is designed to eliminate unconscious bias in the recruitment process. If you would like to apply, please visit <https://app.beapplied.com/apply/e6xvrjuxco>

The application process has two stages.

- I. About you: The platform will ask you for some personal details and to upload your CV. The work-based scenario questions are first assessed blind by multiple reviewers so your personal details and CV will only become visible to the Foundation if you are shortlisted.
- II. Work-place scenario-based questions: You will be asked to complete three work-place scenario-based questions which are relevant to the role and will be marked against the essential requirements section of the job description. Each question has a 250-word limit and you will have the opportunity to amend these sections before submitting your application.

N.B. Each of your answers will be reviewed separately and anonymously by different people. This means the person reviewing your answer to question 2 will not have access to your answer to question 1, and so on. Therefore, do not refer in one answer to what you have written in another (e.g. avoid using phrases like "as explained above"). If it is relevant, explain again in full.

## Use of AI in the application process

Please refrain from using AI software to help answer the application questions. While we appreciate AI software can be a useful work tool, the Applied system requires all candidates to certify that the answers they provide are their own original work and not plagiarised nor automatically generated. Applied provides an AI generated answer for reviewers to refer to when sifting and asks them to flag responses they suspect may be AI generated. Using AI to help construct your answers may therefore be detrimental to your application.

## Equal Opportunities Monitoring

In line with our determination to attract a diverse workforce, we constantly review our recruitment procedures. To help with this, we would be grateful if you would complete the equal opportunities monitoring form provided on the application platform. Any information you provide is collated anonymously and used solely to track the effectiveness of our recruitment campaign.

## Feedback

All unsuccessful applicants will be sent feedback about their application through the Applied platform. Candidates who have attended an interview will be offered in-depth feedback in order for the experience to assist in preparing for future interviews. We also welcome any feedback candidates have about the application process.

## Summary of main terms and conditions

Some of the main terms and conditions for this post are summarised below. This summary does not form part of any subsequent employment contract. The Foundation has a defined contribution pension scheme and a range of flexible and family friendly policies.

Due to the nature of this post, sometimes you will be expected to work outside normal office hours. Time off in lieu is available when appropriate.

The Foundation is a small team and staff members support each other, work flexibly, and share cross-organisational work in addition to fulfilling individual responsibilities.

Job title: Researcher	Working Hours: 37.5 hours a week, 09.00-17.30 Mon to Fri, although exact timings are flexible and you may sometimes be asked to participate outside these hours.
Contract: Permanent	
Accountable to: Research Director	Notice period: Three months
Annual leave: 30 days p.a. plus bank holidays	Location: London, SW1
Probation period: Three months	

## Closing Date

To be considered for this opportunity, please ensure you submit your application by 08:59am on Monday 5 August 2024

## Interviews

Shortlisted applicants will be contacted as soon as possible after the closing date. We expect to hold first interviews week commencing 19 August 2024 with second interviews week commencing 2 September 2024. Please let us know if you have any specific requirements so we can make any necessary reasonable adjustments in advance.

## Financial Assistance

Assistance for interview expenses may be provided subject to agreement in advance. If you are invited to attend an interview and would like to be reimbursed for travel expenses, please let us know when confirming your attendance. We are unable to cover international travel expenses but can offer virtual interviews instead.

## Office-Based and Remote Working

The Foundation's office is based in Westminster with home working available two days per week. If you have any health concerns that may impact your working arrangements or queries about caring responsibilities, please contact [sharmina.khanam@resolutionfoundation.org](mailto:sharmina.khanam@resolutionfoundation.org).

## Privacy notice for job applicants

For full details on how we process your personal data, please see our [privacy notice for job applicants](#) which can be found on our Opportunities page on our website.