

JOB DESCRIPTION

1. JOB DETAILS

Job title	:	Head (Policy and Research)
Reporting to	:	Director of Policy and Research
Status	:	Full-time, permanent post
Salary / Grade	:	£50,000-£65,000 / Head
Location	:	New Local operates a 'work anywhere' policy but will provide office workspace in the UK for those who require it. Applicants must have the right to work in the UK.

2. PURPOSE OF JOB

- To proactively lead on research activities and policy development within a specific specialism to drive forward our mission to champion community power (see section 5 below);
 - To deploy exceptional communication, writing, and influencing skills and share policy and research work to a range of audiences;
 - To proactively explore innovative opportunities for partnership working on research and policy projects that drive revenue and achieve our mission.
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3. KEY TASKS AND RESPONSIBILITIES

- **Leading big projects:** to lead on and produce excellent, impactful thematic research contributing to our flagship research programme, which is focussed on developing and embedding community power in policy and practice.
- **Deploying mixed methods research skills:** to design, manage, and help conduct a range of research activities deploying varied research methodologies in both primary and secondary analysis including literature and policy reviews, interviews, surveys and other background research to support high-quality analysis.
- **Creating partnerships and driving revenue:** to be entrepreneurial minded and initiate research opportunities that create new partnerships and opportunities for additional revenue.
- **Extensive subject network:** to use and engage your extensive network of research and policy experts to drive forward our mission and objectives.
- **Influencing through thought-leadership:** to proactively and confidently write articles and share findings on social media to ensure your profile is impactful and New Local's reach is broad.
- **External ambassadorial profile:** to confidently represent the organisation at external events and present research to a range of stakeholders, including central government, the public sector, local government and the wider public policy community.
- **Workshop facilitation:** to be a lead research representative in supporting our role as a network convenor, which includes facilitating workshops and other ad hoc activity to support peer learning and practice sharing.
- **Team leadership role:** to work with the Director of Policy and Research to foster a collaborative and open culture within the team and wider organisation as well as contribute to setting wider research strategy.

4. PERSON SPECIFICATION: KNOWLEDGE AND SKILLS REQUIRED (*E = Essential; D = Desirable*)

- Demonstrable experience in using research skills (qualitative and/or quantitative) to shape and inform policy discussions and ensure relevancy to debates. **(E)**
 - Outstanding written skills, with a demonstrable track record of brilliant writing for a range of audiences and a deep understanding of how to present complex research in engaging and accessible ways. **(E)**
 - Brilliant verbal communication skills, able to present ideas and arguments in an engaging way to a variety of audiences. **(E)**
 - An entrepreneurial mindset with a track record of partnership initiation and business development. **(E)**
 - A broad network of research and policy experts and a desire to grow and maintain a strong online profile. **(E)**
 - Excellent project planning and project management skills with strong attention to detail. **(E)**
 - Capability to work in a highly creative, collaborative, and autonomous way. **(E)**
 - Capability to deal with ambiguity and to support team members and partners to manage uncertainty and work towards clarity. **(E)**
 - Capability to actively contribute to the highly supportive and friendly organisational culture at New Local. **(E)**
 - A champion for community power, who understands and is committed to its principles. **(E)**
 - Knowledge in at least one area of specialism of relevance to New Local's work - e.g. local government, NHS/health, economic development, organisational change. **(D)**
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5. NATURE AND SCOPE

New Local is a think tank and network working to transform public services and empower communities. We publish research on some of today's most pressing issues - like housing, welfare and health - informed by our network of 60-plus local authorities.

As Head within the Policy and Research Team, this crucial leadership and delivery role drives forward New Local's research activities. Sitting within a multidisciplinary team of policy and research experts and reporting to the Director of Policy and Research, the postholder needs to bring strong research and writing/communication skills, an entrepreneurial spirit to projects and opportunities, and an extensive network to engage with in order to achieve our mission and objectives. We're really keen that the postholder brings expertise and a specialism in a topic which is most relevant to New Local's research and policy activities particularly health and social care, public service reform, local government, or local economic development for example – we'd love to hear about your specialism and this will then shape the job title 'Head of [Specialism]'.

We pride ourselves on delivering high quality, accessible and practical research that is rooted in activities that are already happening inside our innovative membership. We don't want to publish dense long texts that sit on the bookshelf, we aim to produce engaging materials that inspire people to make change happen. Translating complex issues into simple, captivating messages is a special craft, and we are seeking an individual with a brilliant understanding of how to write, edit and oversee extremely high-quality research to that end.

This is an exciting moment for New Local as we look to expand our activities, our reach, and our influence. The postholder should be a great communicator, exercised to deliver change, and keen spot partnership opportunities.

Diversity: New Local is committed to being an equal opportunities employer. We don't just 'value diversity', we think it is central to what makes for a high impact, successful organisation. We positively encourage everyone to apply. As such, New Local recruits, employs, trains, compensates and promotes regardless of age, disability, sex, gender, sexuality, race, national origin, marital status, parental status, religion or belief.

Leave and working hours: We operate a highly flexible policy on working hours and leave. New Local's team core working hours are 10am to 4pm but around this, staff are trusted to determine their own working hours and leave consummate with the fulfilment of their job goals to the highest level of excellence. To ensure well-being, New Local staff are expected to take a minimum of 27 days leave each year (pro rata for PT staff) and work no more than 35 hours a week. New Local employees also receive ten days leave over the Christmas and New Year period. We operate an unlimited leave policy meaning employees are free to take leave beyond their leave allocation as long as it does not interfere with their ability to do their job to the highest standards.

Location: Applications are welcome from candidates no matter where they live in the UK. We operate a 'work anywhere' policy meaning employees can choose to work at home or at any other location that enables them to do their job to the highest standards. New Local provides office space for those who wish to work in an office environment. We are currently meeting as a team in person once a month in central London and team members are expected to attend this. Travel expenses are covered for team members attending this meeting.

Flexible working: We are happy to discuss highly flexible working arrangements.

Well-being: New Local is extremely committed to staff well-being. Working long and late hours is actively discouraged and all staff at New Local are very strongly committed to creating a pleasant, friendly and supportive environment in which to work. Employees complete a weekly anonymous well-being survey to allow monitoring of general well-being in the team.

Health scheme: Employees can join the New Local health insurance and employee assistance scheme. The subscription to the scheme is paid for by New Local.

Parental leave: We take an extremely flexible approach to parental leave (including shared parental leave) to allow new parents as much time as possible to fulfil their parental role. With regards to parental pay, we offer mothers or primary carers twenty-six weeks at full pay. Secondary carers receive four weeks at full pay.

Bonus, salary rises and promotions: New Local operates an annual bonus scheme based on financial performance at the end of the financial year. This bonus is shared equally between all team members. A cost-of-living rise to all salaries is applied each year based on inflation. We have an established process to consider all requests/recommendations for rises to salaries and promotions based on an annual appraisal. All bonuses and salary rises are awarded at the discretion of the New Local Board.

Pension: New Local will contribute 5% to the New Local group personal pension scheme. This benefit cannot be substituted for any other benefit. We operate a salary sacrifice scheme for pension contributions.

Probation and notice: This role is subject to a six-month probationary period and a three-month notice period.

This job description is not exhaustive and is liable to review following discussion with the job holder. The post-holder will be expected to undertake any other reasonable duties as requested by their line manager and commensurate with their job grade.