

Job Description

JOB TITLE:	Research and Evaluation Project Manager
REPORTS TO:	Director, Research & Intelligence
JOB PURPOSE:	Management and delivery of research and evaluation projects in CRAC's and Vitae's fields of interest, especially relating to higher education including researcher careers. Play an active role in evidence-gathering and knowledge-based projects reinforcing CRAC and Vitae's position as a key innovator and thought leader in careers and the professional development of researchers, respectively.
GRADE/SALARY:	3
Date of Issue:	31 August 2018

MAIN RESPONSIBILITIES

- Manage and deliver a range of research and evaluation projects, for external and internal clients, relating to career development, including the career and professional development of researchers in higher education (HE)
- Develop project plans and tasks, manage internal and external resources, monitor project progress and deliverables
- Monitor and report on progress to stakeholders including the CRAC Senior Management Team
- Contribute to ideas for methodological and research approaches
- Design and undertake research tasks, administration or data analysis as required in projects
- Contribute to assessment/analysis of project results and preparation of project reports/deliverables
- Communicate effectively and manage relationships with external project clients, stakeholders and research participants
- Contribute to ideas and opportunities for business development, assist in writing proposals
- To be responsible practically for ethical conduct of research and adherence to data protection and privacy legislation within research and evaluation activities

2. KEY RELATIONSHIPS

- Director, Research & Intelligence
- Head of Vitae
- Vitae Head of Higher Education Engagement
- CRAC Senior Management Team
- Vitae Higher Education Team
- Other internal colleagues and external stakeholders as appropriate

3. PERSON SPECIFICATION AND EXPERIENCE

Knowledge and Experience

- Understanding/knowledge of social research approaches and methodologies
- Empathy with or interest in research on careers and higher education themes
- Experience of designing/implementing research methods and analysing data
- Proven project management experience, preferably recognised through a professional qualification
- Experience of successfully delivering a variety of projects for different types of clients, on time and on budget
- Management/supervision of researchers/associates (staff or freelance)
- Confidence and authority to build trust and respect with internal and external stakeholders

Skills

- Excellent project management skills
- Highest level communication skills, including written
- Skills in using research data analysis techniques/tools, ideally both quantitative and qualitative (e.g. SPSS, nVivo)
- Focus on detail and ability to deliver work on time, to budget and quality requirements
- Ability to work independently
- Ability to work diplomatically and effectively with external clients/stakeholders
- Appropriate IT skills

Attributes

- Willingness to work at a range of levels (administration tasks upwards)
- Analytical approach and precision – an eye for detail
- Ability to be flexible and to work under pressure, using sound time management and prioritisation skills to meet deadlines
- Ability to work as part of a team but also autonomously when required
- Questioning attitude – interest in learning and understanding new information
- Commitment to completion of projects maintaining the highest levels of quality
- Demonstrable commitment to the concept of a learning organisation, including own personal development