

Job Description

Job title: Research and Evaluation Manager (appointment at Senior Research and Evaluation Manager level possible for an exceptional candidate)

Reports to: Head of Policy and Engagement

Location: Hybrid/Cambridge

Contract/hours: Full time/permanent, 37.5 hours per week (part-time will be considered)

Grade: 3 or 4 depending on experience

Salary: £32,000 to £40,000 depending on grade and experience (£32,000 to £37,000 at Grade 3; £37,000 to £40,000 at Grade 4)

Date of issue: June 2026

WHO WE ARE

The Careers Research and Advisory Centre (CRAC) is an independent and trusted provider of expertise on all aspects of careers in research. CRAC manages Vitae, a not-for-profit programme and sector leader in the professional and career development of researchers. CRAC-Vitae have expertise in career tracking, research culture and researcher development and regularly lead large research projects, commissions and consultations in these areas. We foster and support an established professional community to share and advance policy and practice through our international membership programme.

ABOUT THE ROLE

This role sits in the Policy and Engagement team and is responsible for managing the delivery of research and evaluation projects for CRAC-Vitae, including leading discrete pieces of work and smaller projects. The postholder will contribute to quantitative and mixed-methods research, including survey design and analysis, and work with clients, funders and partners to deliver high-quality evidence on researcher careers, professional development and research environments.

CRAC-Vitae is a small organisation and the postholder will work closely with colleagues across teams. Most team members are hybrid, with regular days in our Cambridge office and time together intentionally across the year.

We are advertising this role at two levels. Appointment will normally be at Research and Evaluation Manager (Grade 3), against the essential criteria set out in the person specification. We may appoint at Senior Research and Evaluation Manager (Grade 4) where a candidate meets the Grade 3 essential criteria and additionally demonstrates:

- Experience of independently managing complex research and analysis projects from design through to delivery and dissemination
- A track record of designing surveys and delivering robust analysis with clear reporting for clients
- Experience of contributing to or leading successful funding bids
- Experience of representing an organisation externally with funders, clients and sector partners

JOB PURPOSE

The Research and Evaluation Manager manages the delivery of research and evaluation projects for CRAC-Vitae, leading discrete pieces of work and smaller projects, with a particular focus on quantitative and mixed-methods research.

The role requires strong research and analysis skills, the ability to deliver work to time, budget and quality, work effectively with clients and funders, and contribute to bid writing and proposal development. The postholder contributes to the development of evidence and insight that supports CRAC-Vitae's position as a leading authority on the professional and career development of researchers.

MAIN RESPONSIBILITIES

- Manage delivery of research and evaluation projects and workstreams, leading discrete pieces of work and smaller projects, including analyses and surveys on researcher careers, research culture and the wider research environment
- Design and undertake research and analysis tasks, including survey design, statistical analysis, qualitative data collection, and data visualisation, working with both primary and secondary data
- Contribute methodological expertise to projects across the portfolio, drawing on strengths in quantitative, qualitative or mixed-methods approaches
- Draft and contribute to research and evaluation outputs, including reports, briefings and sections of larger publications, ensuring rigour of analysis and clarity for academic, policy and practitioner audiences
- Contribute to the interpretation of findings and development of evidence-based insights that inform policy and practice
- Manage relationships with external clients, funders, stakeholders and research participants on specific projects and analyses
- Contribute to ideas and opportunities for business development; write and contribute to proposals, particularly on methodological and analytical components
- Ensure ethical conduct of research and compliance with data protection and privacy legislation

PERSON SPECIFICATION AND EXPERIENCE

Knowledge and Experience

Essential:

- Experience (typically three or more years) of managing delivery of research and evaluation projects, and contributing to their design
- Track record of successful delivery of research and evaluation projects for a variety of clients and funders
- Experience of designing and implementing a range of research methods, including quantitative, qualitative or mixed-methods approaches

Desirable:

- Degree or postgraduate qualification in social research, social sciences or related discipline, or equivalent professional experience
- Knowledge of researcher careers, research culture or higher education contexts
- Experience of working with associates, subcontractors or consortium partners
- Experience of bid writing and proposal development

Skills and Attributes

Essential:

- Excellent project management skills, with the ability to manage multiple workstreams to deadline
- Strong research and analysis skills, with particular strength in quantitative, qualitative or mixed-methods approaches
- Experience of survey design, statistical analysis and/or qualitative data collection and analysis (e.g. interviews, focus groups)
- Proficiency in relevant analytical tools and software (for example SPSS, R, Stata or qualitative analysis tools) and survey platforms
- Awareness of emerging methods and tools, including the implications of generative AI for research, analysis and evidence production, and willingness to use them responsibly
- Excellent written communication, including the ability to draft and contribute to reports and briefings for different audiences and purposes
- Excellent oral communication, including presenting and explaining findings to non-specialist audiences
- Ability to work diplomatically and effectively with clients, stakeholders and research participants
- Confidence and credibility to build trust with internal and external stakeholders
- Ability to work autonomously within an agreed framework and collaboratively to deliver shared goals
- Commitment to own development and to working as part of a learning organisation
- Ability and willingness to travel and to work flexible hours when required

Desirable:

- Knowledge of advanced analytical techniques (for example multilevel modelling or longitudinal analysis)
- Experience of public speaking to larger audiences
- Experience of contributing to funding bids, including methodological input