

Job Description

Job title: Research and Evaluation Manager

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

Salary: £32,000 to £37,000

Date of issue: September 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 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.

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. The role requires strong research and analysis skills, the ability to deliver work to time, budget and quality, and experience of working effectively with clients, funders and partners. The postholder contributes to the delivery of high-quality evidence and insight that informs policy and practice and supports CRAC-Vitae's reputation as a trusted provider of research and evaluation.

MAIN RESPONSIBILITIES

- Manage delivery of research and evaluation projects and workstreams, leading discrete pieces of work and smaller projects relating to researcher careers, research culture and the wider research environment.

- Design and undertake research and evaluation activities, including surveys, interviews, focus groups, desk research and other qualitative and quantitative methods.
- Support project management and administration, including maintaining project documentation, monitoring progress against project plans and contractual requirements, and ensuring appropriate management of research data and records.
- Contribute methodological expertise to research and evaluation projects across the portfolio, drawing on strengths in quantitative, qualitative and mixed-methods approaches.
- Contribute to the design and delivery of evaluations, including the development of evaluation frameworks, indicators, data collection approaches and reporting of findings.
- 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.
- Ensure ethical conduct of research and evaluation, compliance with data protection and privacy legislation, and consideration of equality, diversity and inclusion throughout project design and delivery.
- Contribute to wider CRAC-Vitae activities, including conferences, working groups, communities of practice and business development activities as appropriate.

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.
- Experience of designing and implementing mixed-methods research and/or evaluation approaches, including quantitative and qualitative methods.

Desirable:

- Experience of designing and delivering evaluations, including the development of evaluation questions, frameworks and approaches to assessing outcomes and impact.
- Knowledge of researcher careers, research culture or higher education contexts.
- Experience of working with external clients, funders or policy audiences.

Skills and Attributes

Essential:

- Excellent project management skills, with the ability to manage multiple workstreams to deadline.
- Strong research and analysis skills, including mixed-methods approaches.
- Ability to design and deliver quantitative and qualitative data collection and analysis, including surveys, statistical analysis, interviews and focus groups.
- Ability to use relevant analytical and survey tools (for example SPSS, R, NVivo and survey platforms).
- Ability to assess and apply emerging methods and tools, including generative AI, appropriately and responsibly.
- Ability to incorporate equality, diversity and inclusion considerations into the design, delivery and interpretation of research and evaluation.
- Excellent written and oral communication skills, including the ability to communicate findings effectively to different audiences.
- Ability to build effective relationships with clients, stakeholders and research participants, demonstrating professionalism, diplomacy and credibility.
- Ability to work autonomously within an agreed framework and collaboratively to deliver shared goals.
- Ability and willingness to travel and work flexible hours when required.

Desirable:

- Ability to contribute to funding bids and proposal development, including methodological input.
- Ability to apply advanced analytical techniques (for example longitudinal analysis, multilevel modelling or data visualisation approaches).