

JOB DESCRIPTION

Government Social Research Officer



HM Government

Organisation name: UK Government

Job title: Senior Research Officer

Reports to: Principal Research Officer

Role Responsibility

The Government Social Research service provides social and societal behavioural research and advice to support policy decision-making. Through this role, you will develop a greater understanding of how government works. The data you will collect will help government officials in making informed decisions as they develop, implement and evaluate policies and regulations.

You will work on a range of research projects, supporting policy development and analysis. You will employ a variety of research methodologies as required. You will report your findings to policy colleagues and ministers, explaining complex ideas in a way that can be easily understood.

Role duties

- Commission and manage research projects.
- Discuss and agree project requirements with policy officials and ministers.
- Draft research specifications and agree terms of reference.
- Conduct forums and in-depth interviews with members of the public.
- Analyse statistics and large-scale data sets.
- Produce written and oral briefs for policy colleagues and ministers.
- Work in close partnership with external research contractors and other government analysts.
- Ensure quality control and that research is conducted within a set timeframe to meet policy requirements.
- Keep up-to-date with research advancements and policy developments.

Qualifications and skills

- PhD in a social science subject or two years minimum experience in a social research role.
- Strong research and numerical skills.
- Knowledge and experience of using statistical theory and techniques.
- Knowledgeable about database software and specialist packages, such as SPSS.
- Excellent written and verbal communication skills.
- An interest and understanding of the political process.
- Strong analytical skills and a determination to explore issues thoroughly.
- Ability to work independently and as part of a team.
- Time-keeping and ability to work to deadlines.

This job description is a case study only. It should not be considered as an accurate description of a live role within the named organisation.