

## **POLICY & RESEARCH OFFICER**

### **ROLE PROFILE**

#### **Purpose**

We are urgently seeking a skilled and experienced professional to complete an influential project on immigration and integration / cohesion policies in Wales. The role has arisen as the current post-holder is unexpectedly relocating overseas.

You will undertake high-quality analysis and research, develop effective and evidence-based solutions, and influence policy and practice at local, Welsh Government and UK level.

The role is available as an employee, secondment or freelance opportunity. Funding is initially available for 9 months - the Bevan Foundation will make every effort to secure further funding for similar work thereafter.

#### **Key accountabilities**

The Bevan Foundation is a small organisation and **all** staff are expected to make a broad and varied contribution to its work. The key accountabilities are:

#### **1. Research and analysis (30%)**

- undertaking research using qualitative and quantitative methods and using a range of sources including contributions from people with lived experience of international migration as well as government statistics, stakeholder views and other research.
- drawing out key messages and presenting them to a lay audience clearly in writing and orally.

#### **2. Policy Innovation (25%)**

- developing practical proposals for changes in legislation, funding, policy and practice to achieve our desired outcomes, often working with people with lived experience to shape and test solutions.

#### **3. Engagement (25%)**

- develop and maintain effective relationships with key stakeholders from a wide range of interest groups;
- write clearly and persuasively for including briefings, online articles, reports, presentations;

- make effective oral contributions and presentations in meetings, conferences and seminars, and in print and broadcast media;
- develop and deliver relevant events such as seminars, conferences and lectures that challenge, inform and inspire.

**3. Project Management (10%)**

- Plan and manage projects ensuring that objectives are met, and that projects are delivered on time and to budget.
- Maintain a good working relationship with the Paul Hamlyn Foundation and other funders, which will involve occasional travel to London and elsewhere.

**5. Contribution to the wider work of the Bevan Foundation (10%)**

- maintain an awareness of the external policy environment;
- help the Bevan Foundation stay at the forefront of research and innovation by contributing to strategic planning;
- contribute to the development of new projects and funding applications;
- any other contributions that further and support the work of the Bevan Foundation.

**PERSON SPECIFICATION**

**Essential**

1. Knowledge of UK and Welsh Government policies on immigration and integration / cohesion.
2. Excellent research and analytical skills including:
  - understanding of different research methods and the ability to use them;
  - ability to analyse qualitative and quantitative data and draw evidenced conclusions.
3. Ability to develop practical solutions to address economic and social problems through varied techniques, including engaging with the public.
4. Excellent engagement skills, including the ability to form strong working relationships and communicate complex conclusions effectively and persuasively orally and in a variety of writing styles.
5. A good knowledge and understanding of Wales' institutions, policy and legislative environment.
6. Proven ability to plan, organise and implement projects on time and to budget.

7. Proven ability to use IT packages and a willingness to develop expertise e.g. survey and analytical packages, infographics, website content management and social media.
8. Ability to work independently and as part of a team.
9. Ability to represent the Bevan Foundation at the highest levels, including at Assembly Committees, media interviews etc.
10. Willingness and ability to undertake some travel throughout Wales and to work occasional unsocial hours, sometimes involving overnight stays.
11. Track record of commitment to equality and the positive value of diversity, and an understanding of its application to policy work.

**Desirable**

12. Ability to speak and understand Welsh.
13. Full, clean driving licence.

**5<sup>th</sup> March 2019**