

Head of Research Job Description

Job Title:	Head of Research	Reporting to:	Programme Lead, NSSG
Department:	NSSG	Direct Reports:	Research Manager
Key Contacts:	NSSG, NSAN, NCFN, Government, Other skills bodies and Nuclear Employers, Cogent CEO	Location:	Hybrid
Date Created:	Aug 23	Date Revised:	

Job Purpose

Ensure Cogent Skills proactively provides insightful, accurate and relevant labour market research to meet the needs of employers, stakeholders and internal customers via strong leadership of the Cogent Skills Research function.

To be the lead resource for the Nuclear Sector Skills Group (NSSG), working with employers, stakeholders and with a Data Analyst, to produce and manage the analysis and publication of labour market intelligence (LMI) from the nuclear sector, and feed nuclear LMI into other related data sets (eg Green Jobs Task Force).

To lead the Research function for the Cogent Skills Group, ensuring that the team's skills are fully utilised and that stakeholder research requests are met and completed to a high standard.

Key Accountabilities

- To lead a small research function, responsible for recruiting, developing, mentoring and managing the team at this exciting time.
- To develop the research business plan for the Cogent Skills group.
- Lead on continuous improvement of the research service, resources, processes and people to ensure the continuing capability and capacity to deliver research projects, whilst maintaining quality standards.
- Lead relationship management of key stakeholders.
- Represent Research at external meetings and events, including delivering presentations to ensure our reputation is enhanced and maintained.
- Development and leadership of primary LMI projects such as the Nuclear Workforce Assessment scenario models, to support business plan.
- Extraction of information and implications from data analysis, and creation of reports of these key findings as required.
- Production and authoring of reports and analysis on the nuclear and green jobs sectors
- Contribute research expertise within other research activities as required by NSSG.

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- Designing, and overseeing data collection, analysis and reporting in conjunction with research team.
- To research, understand and communicate the national picture and policy on skills, particular those relevant to STEM.
- Development and support of databases and models to augment national data sources.
- To introduce innovative digital research tools and methodologies.
- Develop and maintain a user interface to support bespoke analysis of data by key stakeholders.
- To identify opportunities for commercial research, and write proposals as appropriate.
- To manage commercial research projects and ensure that they are completed to time and budget.
- Keep up-to-date on industry specific research and latest practices in workforce modelling
- Contribute and represent NSSG on relevant groups and Forum, and convene a nuclear employer labour market intelligence expert group to contribute to research

Key Performance Indicators

- Proactive and supportive leadership to the Research team.
- NWM – Production of LMI and other research reports to the schedule agreed.
- Production of reports and projects for commercial research customers to the schedule agreed.
- Heat map process development and report to support reprioritisation of critical skill areas.
- Apprenticeship and Graduate survey and analysis report.

Knowledge Skills and Qualifications

- Experience of managing a professional research function.
- A leadership or management qualification or willingness to work towards one.
- Demonstrated ability to design data models, preferably in a socio-economic context.
- Clean and analyze large data sets and make interpretations from their findings
- Ability to review large data sets, and make policy/intervention recommendations
- Excellent drafting and communication skills and proven ability to produce high-quality reports under tight deadlines.
- Ability to compile, organize and analyze quantitative and qualitative data;
- Ability to develop dynamic visualisation/presentation of data sets
- Experience of using system dynamics approaches would be advantageous
- Ability to produce written reports and high-level analysis of qualitative and quantitative survey data, and extract key messages/implication from data sets
- Ability to work with key stakeholders to ensure data collection processes are fit for purpose.

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- Ability to present and communicate research method and findings, appropriate to audience
- Knowledge of national data repositories (e.g. ONS, ABI, LFS, NESS, ASHE, UKCES – Working Futures, HESA, LSC, OECD) etc.
- Tools: Excellent knowledge and experience with statistical analysis, qualitative analysis and visualization software; for example SPSS, R, or other statistical packages.
- Experience of Systems analysis/modelling
- Experience of managing team members and external contractors
- Experience in fields of social, economic or employment policy, acquired in government or related public policy institution, international organisation, university, research centre or think tank

NOTE: This job description is not exhaustive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

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