

Researcher

INFORMATION FOR APPLICANTS

About UCEA

The Universities and Colleges Employers Association (UCEA) represents the interests of UK higher education (HE) employers and provides advice and guidance on pay and reward and other employment issues. UCEA undertakes collective negotiations on pay on behalf of HE institutions and acts as an important interface between these HE employers and the national trade unions that represent staff working in HE institutions throughout the UK. UCEA provides professional and timely advice in the areas of reward, employment law, pensions, equality and diversity, health and safety and on matters affecting clinical academics and other healthcare staff. UCEA works closely with other agencies and interest groups operating within the HE sector.

UCEA's purpose is to support our members in delivering world class higher education and research by representing their interests as employers and facilitating their delivery of effective employment and workforce strategies.

We seek to do this in a way that

- is responsive and sensitive to our members' diversity and differentiated aims and needs;
- uses a collective sector voice effectively and appropriately;
- is alert to the challenges and risks of the wider environment;
- makes efficient use of resources and delivers value for money.

We identify three main aims

1. To contribute to excellence and effectiveness in human resource management, anticipating, listening and responding to the shared needs of members.
2. To enhance knowledge from within and beyond the sector and facilitate dialogue and learning.
3. To represent the collective interests of our members.

Our core activities on behalf of members fall into the following areas:

- Representing higher education employers' interests and assisting in effective employment practice.
- Supporting and delivering negotiations and effective employee relations.
- Gathering and sharing knowledge and information from within and beyond higher education.
- Providing stimuli and opportunities for sector-wide issues to be explored and better understood, in the UK and in international contexts.
- Delivering and supporting effective communications with stakeholders and partner organisations in the UK, its nations and beyond.

Our three priority themes are:

- Assisting higher education organisations in achieving effective employment practice and employee relations in the context of change in workplaces, the economy and in higher education delivery.
- Supporting higher education organisations in taking forward recruitment, reward and recognition strategies that are fit for their evolving employment environments.
- Seeking and supporting movement towards sustainable solutions to higher education employers' future pensions provision within a complex and changing pensions landscape.

UCEA's current Plan 2015-20 is available on the website:

www.ucea.ac.uk/en/membership/pwp.cfm

BACKGROUND INFORMATION ABOUT THE POST

The UCEA research team¹ plays a key and influential role in all our activities both in relation to reward and labour market trends, which inform the multi-employer pay negotiations in HE, and in research and publications on wider employment issues – this includes work to support other parts of the organisation, to inform external communications and to provide practical insights and information to our 171 members. Reporting to the Head of Research, you will play an important role in helping UCEA to meet its aims and objectives and ensure that UCEA maintains its reputation for high-quality research, information and guidance on pay and employment matters in higher education.

Working within the research team you will lead on the delivery of major sector-wide surveys and make a significant contribution to UCEA's research output providing valuable and practical insights to our member organisations. You will support a wide range of qualitative and quantitative research projects including joint work with HE trade unions. You will be expected to contribute towards the production of high-quality reports for a range of audiences and be able to communicate complex information in a clear and concise manner, both in writing and in person. You will be expected to work with a range of internal staff and keep abreast of developments affecting the diverse range of employers in the HE sector.

We aim to provide a supportive and stimulating environment in which staff are encouraged to develop their skills through training, attendance at events and involvement in all aspects of our research and communication.

This job is offered on a full-time, permanent basis, but applications to work part-time, including in a job-share, will be considered. Applicants are asked to indicate their preferred pattern of working.

The job description and person specification appear at the end of this document.

HOW TO APPLY

Please send a full CV and an accompanying statement of no more than two pages showing how your knowledge, skills and experience are relevant to the person specification for the post. Please refer to the information provided on pages 4 and 5. Please include your phone and email contact details.

You should provide full contact details for two referees, one of whom should be your current (or most recent) line manager. Please make it clear if you do not wish your referees to be contacted prior to an interview.

Applications should be emailed to enquiries@ucea.ac.uk. For an informal discussion about the position, please contact Laurence Hopkins, Head of Research, on 020 7383 2444 or l.hopkins@ucea.ac.uk.

The closing date for applications is **Monday 18 March 2019**
The selection process will take place on **Thursday 28 March 2019**

¹ The research team comprises the Head of Research, Senior Researcher and a Researcher. Administrative support to the team is provided by members of the UCEA Business Support Team.

OUTLINE CONDITIONS OF SERVICE

JOB TITLE	Researcher
REPORTING TO	Head of Research
LOCATION	Principally at UCEA's offices in central London, located at Woburn House, 20 Tavistock Square, WC1H 9HU, although some travel, within the UK, may be necessary.
APPOINTMENT	This appointment is on a permanent basis. Appointment will be subject to evidence of a right to work indefinitely in the UK.
SALARY	Salary band for this role is £33,000 to £36,000 per annum (dependent on experience)
HOURS OF WORK	35-hour week. A full professional commitment will be expected, entailing working flexibly beyond office hours and occasional travel or overnight stays. Normal office hours are worked between 9.00am to 5.30pm, Monday to Friday, with most employees working core hours of 9.00am to 5.00pm or 9.30am to 5.30pm.
PENSION	Membership of the Superannuation Arrangements of the University of London (SAUL) is offered. This is a defined benefits scheme with excellent benefits. At present, the employee contribution rate is 6% of salary and the employer contributes 16%. Changes were made to the scheme in April 2016 – see www.saul.org.uk/1/961 A salary exchange scheme is available.
HOLIDAYS	25 days per annum (the leave year runs from 1 February to 31 January) plus statutory holidays and any associated days when the office is closed, generally between Christmas and New Year.
SICKNESS	The person appointed will be entitled to benefit from a generous occupational sickness absence scheme.
LOANS	An interest-free loan scheme is available for the purchase of an annual season ticket for travel to work if required.
EAP	An employee assistance programme is provided for staff and their immediate family members.
OTHER BENEFITS	UCEA offers a gym membership scheme and participates in a Cycle to Work scheme for assistance in purchasing bicycles.

RESEARCHER

JOB DESCRIPTION AND PERSON SPECIFICATION

General purpose of role

The post plays a key role in UCEA's small research team, leading the delivery of key UCEA surveys and contributing to a range of research projects supporting HE employers and sector employment relations. In addition to working on the direct delivery of surveys and data analysis, the role will support UCEA colleagues in other teams involved in producing material for both member HEIs and wider sector partners and stakeholders.

Main duties and responsibilities:

Research and Analysis

1. Leading and developing UCEA's annual sickness absence survey.
2. Leading the delivery of UCEA's Workforce Survey including co-ordination of the project steering group.
3. Maintain, update and develop UCEA's bespoke benchmarking reports including pay ratios, sickness absence reports, employee turnover, gender pay gaps.
4. Undertaking ad hoc surveys to respond to member needs.
5. Work closely with the Head of Research to support the employers' side in national pay negotiations through the provision of analysis and insight on pay and related issues.
6. To provide high-quality analysis into pay and labour market trends in the HE sector and the wider UK economy to support policy development, external communications (including infographics) and sector pay negotiations.
7. To undertake research across the range of UCEA's activities from analysis to the drafting and presentation of findings.
8. To develop and maintain a high level of awareness of HE and wider policy issues affecting employers.
9. To be responsible for day-to-day management of own research and projects, through planning, progress-chasing, arranging meetings, regular review with UCEA officers and others, and evaluation.
10. To contribute to the maintenance and development of the UCEA 'library' of reference materials.
11. To produce high-quality papers, e.g. for members, on research and pay matters, assuring the quality of own work.
12. To work collaboratively with research team colleagues and others to assist in the co-ordination of all research activities and to report on progress at regular intervals to senior UCEA officers.
13. To identify and attend events relevant to UCEA's research interests.

Project and advisory support

14. To support joint working groups with trade unions, where appropriate, through the provision of high-quality and relevant research.
15. To support UCEA's provision of expert advice on employment relations, pensions and clinical academics by conducting *ad hoc* research and surveys when required.
16. To arrange and attend meetings or events, representing UCEA where required, and to produce agendas, notes, minutes and briefing papers as required (administrative support will be provided where appropriate).

General duties

17. To handle queries from members, under the guidance of the Head of Research, and prepare responses.
18. To contribute to the development and delivery of UCEA members' events.
19. To maintain effective administrative and record-keeping systems to support the activities under the post holder's brief.
20. To give due regard to data protection regulations and the sensitivity of member data in all aspects of work.
21. Other tasks as may be required, commensurate with the level of the post.

Person specification

Educational Requirements

A degree or equivalent in a relevant discipline (e.g. HRM, economics, social sciences).

A Master's degree in a relevant discipline (e.g. HRM, economics, social sciences, public policy) or substantial equivalent professional experience.

Skills and experience

- A high level of numeracy, i.e. ability to collect, analyse and interpret complex data (numerical and other) and to use descriptive statistical techniques.
- Successful experience in a role(s) developing and undertaking research including survey research.
- High level of confidence and competency with MS Office suite including intermediate Excel and other data analysis tools such as SPSS, STATA and R.
- High level of competency in desk-based research, including web search and the identification and use of appropriate datasets.
- Excellent organisational skills to plan and manage own time and several projects at once, and to deliver work to deadlines.
- Experience in managing projects from beginning to end, including working within project teams.
- Ability to write clear, accessible and high-quality material for reports, with sensitivity to different audiences.
- Ability to work flexibly and effectively as part of a team and develop constructive working relationships with others.
- Ability to engage and deal effectively with individuals in senior management positions and with external agencies.
- Ability to produce high-quality materials and attend to detail and accuracy in own work, as well as others.
- Research experience in labour market economics and/or human resource/reward management.
- Experience using economic and labour market/pay data from the Office for National Statistics and/or other data sources.

Desirable skills and experience

- An understanding of the issues facing higher education employers in the UK.
- Experience using econometric techniques to draw insights from data.
- Experience with R (particularly tidyverse, functions and programming). All UCEA researchers are provided with a Datacamp account to support the development of intermediate-level skills in R.