



## Job Profile

<b>Job Title</b>	Research Manager
<b>Location</b>	Hybrid Working arrangements in place
<b>Reporting to</b>	Senior Manager, Research and Insight
<b>Term</b>	One year fixed-term
<b>Salary Range</b>	£40,000-£45,000
<b>Pay Level</b>	Manager

We are the national body for careers education in England, delivering support to schools and colleges to deliver modern, 21st century careers education.

The Careers & Enterprise Company is a great place to work. We operate within a fast-paced and collaborative environment. We are brought together by one thing: our passion to ensure young people get the best possible start in life and are supported to find their best next step.

Do you want to be part of a mission-driven team focused on transforming young people’s lives? If so, we’d love to hear from you!

### Role Summary

At The Careers & Enterprise Company (CEC), evidence plays a key role in supporting effective, impactful careers education. The Policy & Impact (P&I) team is a dynamic and purpose-driven team at the center of the CEC’s Strategy & Communications division, generating insights to inform policy and practice and drive impact for young people.

This is an opportunity for a dynamic Research Manager to help build a new evidence base on parental engagement in careers education. Parents are key influencers of their children’s careers thinking and as a result, the CEC has a parental engagement strategy with the aim of supporting Careers Leaders to enhance parental engagement in careers in their institutions. Part of this work to date has included the development of a suite of Careers Leader resources and training called [Talking Futures](#). This role will play a crucial part in exploring how to take the CEC’s parental engagement strategy to the next stage, aiming to develop a questionnaire tool for parents that builds on early exploratory research. You will run a year long project to test questions to create key evidence for the careers system.

Previously, the CEC has developed and successfully rolled out the [FSQ](#), using our digital tools to bring student insight data on career readiness and essential skills into the careers system. The parent questionnaire tool will build on this.

The Research Manager will run a year long process, designing and delivering qualitative and quantitative research and working with experts across the CEC, as well as external stakeholders, to explore the collection of structured and effective parent data using the existing careers infrastructure. There is also the potential to work closely with our Data & Digital Team to scale collection and insight nationally and locally.

We are looking for a highly analytical, curious and collaborative individual with a strong background in mixed methods research. Identifying, generating and using a wide range of evidence and data, on this exciting new project, you will work with the Senior Manager, Research and Insight and across the Policy & Impact Team and also with the Senior Strategic Development Manager in the Education Development Team responsible for parental engagement. See more information on our [Talking Futures programme](#) and [Future Skills Questionnaire](#) development process. Examples of our outputs can be seen on the [CEC's impact page](#) and [evidence page](#).

### Key Responsibilities

The Research Manager will work across three key areas of responsibility:

#### Mixed methods research and evaluation

- Manage the day-to-day research elements of our work on the parent questionnaire development.
- Lead on desk research (including literature reviews), qualitative research with careers leaders, parents and others in the careers system and survey design.
- Lead on the overall research and question development process, ensuring all activity contributes to the evidence base for careers education.
- Provide wider evaluation advice across the organisation to ensure a consistent, high-quality approach.

#### Relationships and influencing

- Build and develop trusted relationships with our partners the Gatsby Foundation and relevant research and policy organisations.
- Become an expert on parent data, with the potential to represent the Company to specified stakeholders including government, employers and educators.
- Ensure the results of the CEC's insight output is accessible and of practical value to all leaders within the system.

#### Project management

- Cross team working (especially education and data and digital teams) and day to day project management, linking into our wider work on parent and student data.
- Ensure effective links with related workstreams and build sustainability of the work into CEC infrastructure and approaches.
- Project management and accountability for evaluation and research projects, with a focus on producing insights that drive improvements in careers education.

### Qualifications and experience required

#### Essential:

- Experience of designing, delivering and managing evaluations in a social impact context.
- A proven track record of mixed methods research, including qualitative research, survey design and testing of questions for large scale data collection.
- Experience of engaging the support of stakeholders (internal and external) throughout the design and delivery of relevant research.
- Experience of communicating research (verbal and written) to a broad range of audiences.
- A proven ability to work and lead delivery at pace in a multi-project environment and to oversee and manage content from multiple sources.

- Experience of using analytical software such as Excel, SPSS, Stata, R.

**Desirable:**

- Excellent knowledge of the English education system and policy context
- Good understanding of career guidance and employer engagement.
- Expertise in/understanding of effective engagement of parents, learners and SEND audiences.
- Relevant social research qualification or equivalent experience (such as consultancy).

**Skills and core competencies**

- Analytical, innovative and strategic; a good problem solver.
- Great at analysing data and able to relate outputs to a complex stakeholder environment.
- An excellent written and verbal communicator with good interpersonal skills, confident working with individuals and leading teams.
- Collaborative, inclusive and good at building relationships, internally and externally.
- Good at influencing, driving impact and implementing change.
- Pragmatic and flexible with the ability to deal with ambiguity and effectively manage through challenging situations.
- Excellent time and project management skills.

**Job Profiles are not part of the terms and conditions of employment and may be subject to change.**