

Job description for Research Officer

Location: Home-based with possibility of travel for events

Salary: £29,704.50 per annum (pro rata if part-time)

Terms: 35 hours per week, 6-month contract with strong potential to extend

Reports to: Research Manager

About the role

Transport for All is looking for a Research Officer to plan and deliver a range of comprehensive research initiatives with various partners, including government, universities and charities. You will support our work on Justice in Practice: where disabled people's lived experience is meaningfully embedded, appropriately compensated, and responded to in the transport sector and beyond. We are currently delivering our [bold 5-year plan](#) and need someone who can support the team to deliver [in line with our values](#).

You will be part of a unique, disabled-led research and training team who are dedicated to removing barriers to transport for disabled people. This role is focused on responding to the lived experience of our diverse community and using research and training to drive change. Recent projects include collaborating with Walk Wheel Cycle Trust on the Transforming Mobility Project, research into Low Traffic Neighbourhoods with Westminster University and Disabled Citizens Inquiry into Walking and Wheeling. This role will involve undertaking research projects with a range of stakeholders including other charities, academic research, Transport for All specific externally commissioned research as well as internally sponsored research programmes.

As the Research Officer at Transport for All, your primary role is to plan and deliver comprehensive research initiatives in collaboration with various partners, including government, universities, and charities. You will design, execute, and report on research projects, monitor outcomes and evaluations. Your responsibilities encompass both qualitative and quantitative data collection and analysis, ensuring research methods are inclusive and accessible. You will also oversee research projects, such as the National Accessible Transport Survey, and support the impact of Transport for All through high-quality analysis and reporting. Staying updated with external research, summarising relevant findings, and disseminating best practices in co-production are vital aspects of your role. Furthermore, you will be responsible for individual research project logistics, compensation, and participant communication, all while adhering to ethical and data protection standards.

Key Responsibilities:

1. Research Planning:

- Work with the Research Manager to design, deliver, and report research initiatives with partners, including government, universities, and charities.
- Provide guidance to partners on approaches and techniques to make their research accessible and inclusive.
- Assist with applications and reporting for research funding when needed.
- Aid with recruitment processes for research participants.

2. Research Delivery & Output

- Conduct qualitative and quantitative data collection and analysis, encompassing methods such as focus groups, interviews, surveys and statistical analysis – qualitative research skills are essential for this role.
- Represent Transport for All in external meetings with potential research partners and on Advisory Groups where required.
- Present research findings and themes in clear and accessible formats, including reports, briefings, and presentations.
- Collaborate with Communications team to ensure broad dissemination of findings and their effective impact.

3. Administrative Research Support:

- Communicate or oversee communications with research participants regarding participation-related processes, answering questions, or providing directions to venues.
- Conduct risk assessments for in-person workshops and focus groups.
- Ensure that research project plans are designed and updated regularly on Smartsheet's.
- Serve as the point of contact to address participation-related questions.
- Understand equal opportunity issues and how they may impact on areas of research
- Always adhere to GDPR and good safeguarding practices.

Person Specification

Experience and knowledge	Essential	Desirable
Two years' experience in a research environment, either via employment or academia	X	
Experience of designing quantitative and qualitative research methods and techniques for analysis	X	
Experience of working with disabled participants in research projects	X	
Experience of involving and working with varied stakeholders (for example partners and participants)	X	
Knowledge of best practice and legislation governing research, data protection and safeguarding participants	X	
Willingness to acquire an in-depth knowledge of the transport experiences of Deaf and Disabled people	X	
Direct lived experience of being a Deaf or Disabled person		X
Experience in co-production techniques		X
Experience in analysis software and data manipulation		X

Skills	Essential	Desirable
Ability to analyse and interpret data and new topics effectively	X	
Skilled in project management, including reporting progress and risks	X	
Excellent attention to detail	X	
Excellent writing skills and the ability to write clearly and persuasively	X	
Demonstrable skills with databases and data management software	X	
High level stakeholder engagement skills, including ability to communicate research findings clearly to a range of audiences via presentations or writing	X	
Ability to organise events and deliver workshops, focus groups and interview	X	
Excellent inter-personal, negotiating and listening skills	X	
Excellent organisational skills and ability to prioritise	X	
Team player, happy to work flexibly across the organisation	X	
Good IT skills and experience of using Microsoft Office software	X	

Ability to pitch for research funding, including responding to scoping calls and compiling a research brief to attract new business and research funding		X
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Values	Essential	Desirable
Commitment to equality, diversity, and inclusion	X	
Commitment to using the Social Model of Disability in work	X	
Commitment to upholding ethical standards in research practices, including honesty, transparency, and integrity in data collection, analysis, and reporting	X	
Commitment to learning and professional development, staying informed about emerging research trends, methodologies, and best practices	X	