

# Resolution Foundation

*The Resolution Foundation is an award-winning independent think-tank focused on improving living standards for those on low to middle incomes. Our reputation for analytical work that results in effective policy solutions places us at the forefront of the UK debate on economic and social policy.*

## Researcher – Intergenerational Centre

**£25,000 - £30,000 pa depending on experience | London SW1**

We're looking for a Researcher to join the Resolution Foundation's team. The post-holder will be a key part of the Foundation's new intergenerational centre, and support our Executive Chair in leading it.

The Intergenerational Centre houses the Foundation's work on intergenerational fairness. Building on the Foundation's Intergenerational Commission and headed up by its Executive Chair David Willetts, it produces research and policy analysis on differences between generations, via both publications and regular public events. Its work in 2019 will include a major audit of intergenerational living standards differences in the UK, and the launch of a dedicated microsite.

This is an analytically demanding position that involves writing up the findings of primary analytical work, conducting secondary analysis of academic literature, drafting reports and presentations, and liaising with external stakeholders.

The role would suit an outstanding individual with the ability to work on several different projects at once and the ability to interpret and communicate complex data analysis with ease. Ideal candidates are likely to have prior experience of working in a research or public policy environment, and a strong desire to progress within an academically rigorous and policy engaged research team.

The Foundation prides itself on analytical rigour and we strive to achieve standards of excellence in all our work. As part of this, we actively look to develop and grow the skills and reputations of our researchers. This commitment is matched by dedication to our core purpose, working to improve the living standards of those on low to middle incomes. These twin pillars of rigour and purpose underpin everything we do.

We offer a competitive benefits package and the opportunity to join our small close-knit team at an exciting time in our development as we build on success and look to further raise our public profile and impact. The Foundation supports flexible working and offers a range of family-friendly policies. We also provide a range of training and development opportunities, including support for formal qualifications when applicable.

**The Resolution Foundation welcomes applications from all under-represented communities and groups. As part of our commitment to increasing diversity within both our own work force and the economic policy making sector, we offer pre-application workshops for interested BAME candidates who would like to find out more about the application process and get to know more about the Foundation and our team in advance.**

Closing date: **1 April 2019, 10:59am**

Pre-Application Workshops: **21 March 2019**

Interviews are likely to be held in the week commencing **8 April 2019**.

# Resolution Foundation

## Main duties and responsibilities

- To provide research support on a wide range of economic and social policy issues with an emphasis upon intergenerational issues
- To write up the findings of primary analytical work and conduct secondary analysis of relevant literature
- To draft research notes and publications working closely with senior staff, including the Executive Chair
- To undertake original research as part of the Foundation's wider projects
- To monitor and keep the team informed of external policy developments relevant to the Foundation's research programme
- Any other duties as deemed reasonable by the line manager

The Foundation is a small team and staff members are expected to support each other, work flexibly, and share cross-organisational work in addition to fulfilling individual responsibilities.

## About you

Essential requirements include:

- Ability to write confidently and cogently
- Analytical rigour and the ability to interpret and communicate complex data analysis
- An appreciation of some of the key drivers of living standards
- An understanding of the wider economic and social policy context in the UK
- Ability to work at pace on several different projects at once
- Excellent inter-personal skills and attention to detail
- The ability to work flexibly as part of a small team in a fast moving environment
- A commitment to the mission of Resolution Foundation

Desirable characteristics include:

- Prior experience of working in a research and public policy environment
- Experience with statistical software packages e.g. Stata and R
- An appreciation of the key drivers of intergenerational issues

# Resolution Foundation

## Summary of main terms and conditions

Some of the main terms and conditions for this post are summarised below. This summary does not form part of any subsequent employment contract.

- Job title: Researcher
- Salary: £25,000-£30,000 pa dependent on experience
- Location: London, SW1
- Contract: Permanent. We also welcome people applying on secondment.
- Working hours: 37.5 hours a week, 9.00am to 5.30pm Mon to Fri, although exact timings are flexible. Due to the nature of the post, you will sometimes be expected to work outside these hours
- Annual leave: 30 days annual leave pa plus bank/public holidays
- Probation period: Three months
- Notice period: Three months

The Foundation has a defined contribution pension scheme and a range of flexible and family friendly policies. Successful candidates will be given the opportunity to establish reputations as country-leading experts in their area of work, with researchers enjoying frequent interaction with senior stakeholders in government, media and the wider policy-making world. We also invest in training, including providing support with formal qualifications when appropriate.

## How to apply

Resolution Foundation uses an online application process for all our roles. If you would like to apply, visit <https://app.beapplied.com/apply/fxkvnkilgm>.

The application process has three stages:

- I. **About you:** The platform will ask you for some personal details and to upload your CV. Applications are assessed blind by multiple reviewers so this information will only become visible to the Foundation if you are shortlisted.
- II. **Multiple choice test:** You will be asked to complete 8 multiple choice questions and will have 20 minutes to do so. You may use a calculator if required. Once you start the test, a timer will count down in the top right corner of the screen.
- III. **Short answer questions:** You will be asked to complete four questions about your education, employment experience, motivation for applying to the Foundation, and why you believe yourself to be a suitable candidate.

**Each section has a 250 word limit and you will have the opportunity to amend these before finally submitting your application.**

NB each of your answers will be reviewed separately and anonymously by different people. This means the person reviewing your answer to question 2 will not have access to your answer to question 1, and so on. Therefore, do not refer in one answer to what you have written in another (e.g. avoid using phrases like "as explained above"). If it is relevant, explain again in full.

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## Pre-Application Workshops

As part of our commitment to increasing diversity within both our own work force and the economic policy making sector, we offer pre-application workshops for interested BAME candidates who would like to find out more about the application process and get to know more about the Foundation and our team in advance. The workshop will be held at our office in Westminster on 21 March 2019. Please email [recruitment@resolutionfoundation.org](mailto:recruitment@resolutionfoundation.org) with WORKSHOP in the subject heading if you would like to attend.

## Closing Date

To be considered for this opportunity, please ensure you submit your application via the beapplied platform by 10:59 on 1 April 2019.

## Interviews

Shortlisted applicants will be contacted as soon as possible after the closing date, and we expect to hold interviews in the week commencing 8 April 2019. Please indicate your availability and let us know if you have any specific requirements so we can make any necessary reasonable adjustments in advance.

## Financial Assistance

Assistance for interview expenses may also be provided subject to agreement in advance. If you are invited to attend an interview and would like to be reimbursed for interview expenses, please let us know when confirming your attendance.

## Feedback

All unsuccessful applicants will be sent feedback about their application through the beapplied platform. Candidates who have attended an interview will be offered in-depth feedback in order for the experience to assist in preparing for future interviews. We also welcome any feedback candidates have about the application process.

## Contact

If you would like further information about the role, or if you have a disability that might affect your ability to complete the timed multiple choice test, then please contact us at: [recruitment@resolutionfoundation.org](mailto:recruitment@resolutionfoundation.org) and we will arrange for a member of staff to get in touch.

# Resolution Foundation

## About us

### Organisational background

The Resolution Foundation is an award-winning independent think-tank focused on improving the living standards for those on low to middle incomes. We work across a wide range of economic policy making and are a leading UK authority on securing widely-shared economic growth, having successfully ignited a major public debate about the stagnation in living standards that started in the years prior to the financial crisis.

We are recognised as a home of real expertise on a range of policy issues, drawing on a core team of experts as well as established external relationships with top national and international economists, academics and policy experts, and we continue to inform public debate and influence key decision makers in government, the private sector, and civil society. We hold a regular programme of events, hosting diverse speakers from academia, the voluntary sector and business, and regularly engage with politicians from across the political spectrum.

The organisation was founded by Sir Clive Cowdery (Chair of Trustees) in 2005 and is primarily funded by the Resolution Trust. The Foundation is led by David Willetts (Executive Chair) and Torsten Bell (Director), and governed by a Board of Trustees. We are a small team of 21 people, based in a friendly office in Westminster.

The Foundation prides itself on analytical rigour, and we strive to achieve standards of excellence in all our work. This commitment is matched by dedication to our core purpose, working to improve the living standards of those on low to middle incomes. These twin pillars of excellence and purpose underpin everything we do.

### Living standards and low to middle income households

The Foundation conducts authoritative analytical research on living standards in the UK, working across a wide range of issues with a specific focus on the experiences of low to middle income households. Typically these are considered to be working households with incomes below the median in the UK.

There are eight million low to middle income families in the UK, including twelve million adults and nearly seven million children. As each includes at least one working adult, they are not the very poorest in society, but they are often struggling to get by. We believe that low to middle income households have too often been overlooked in historical debates about equality and economic opportunity. More recently the challenges have risen up the agenda as national debate has focused on the “squeezed middle” or “just about managing”, but this attention is not matched by a policy response at the required rate.

The Foundation’s work programme currently includes incomes and inequality; jobs, skills and pay; housing, wealth and debt; tax and welfare; public finance and the economy; and intergenerational fairness. To learn more about our work and research areas, please visit our website.

# Resolution Foundation

## Privacy notice for job applicants

When you apply for a job with the Foundation, we collect and process a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.

The Foundation may collect this information in a variety of ways. For example, data might be provided by recruitment agencies, contained in applications, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests. The Foundation may also collect personal data about you from third parties, e.g. references supplied by former employers, information from employment background providers. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### Why does the Foundation process personal data?

The Foundation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you. In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

The Foundation may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Foundation processes such information to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the Foundation may keep your personal data on file in case there are future employment opportunities for which you may be suited. The Foundation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### Who has access to data?

Job applicant personal information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers and managers involved in the recruitment process, and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you.

Your data will not be transferred outside the European Economic Area (EEA).

### How does the Foundation protect data?

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Recruitment data is kept in a secure location with access restricted to HR employees only.

### For how long does the Foundation keep data?

The Foundation will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

If your job application for employment is unsuccessful, the Foundation will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the Foundation to keep your personal data on file, the Foundation will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### Your rights

As a data subject, you have rights under data protection laws in relation to your personal data. You have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

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- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.
- If you would like to exercise any of these rights, please contact Jayne Desmond at [dataprotection@resolutionfoundation.org](mailto:dataprotection@resolutionfoundation.org). If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

## **No fee usually required**

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

## **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

## **Time limit to respond**

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

## **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

## **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

For more information about Google's privacy policy, please visit: <https://privacy.google.com/index.html#>. We do not make, and do not allow Google to make, any attempt to find out the identities of those submitting the form. Information is used for monitoring purposes only and completing this form is not a requirement of application.