

Economist/Research and Policy Analyst

£35,000 - £45,000 p.a., depending on experience
London | SW1 | Office Based and Remote Working

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

The Resolution Foundation is looking for a thoughtful and committed individual to join our research team, in order to help drive the production of high quality, innovative economic analysis and support the development of associated policy recommendations.

The role will add to our capacity across a range of areas associated with the living standards of households on low-to-middle incomes, and to the work being done for the [Economy 2030 project](#). The post-holder will also be given the opportunity to develop expertise in a specific subject area.

Candidates will need strong quantitative research skills, good knowledge and understanding of public policy issues and the key datasets relating to living standards in the UK, and the ability to communicate the results of research in a compelling way.

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 rigour and purpose underpin everything we do. We are a fast-paced organisation, focused on responding to the current economic crisis as well as contributing to crucial longer-term public policy debates. The capability to work at pace on several different projects concurrently and a strong desire to progress within an academically-rigorous and policy-engaged research team are essential.

We welcome applications from all under-represented communities and groups. As part of our commitment to increasing diversity within our own workforce and the policy-making sector, we are particularly keen to attract candidates from black, Asian and other minority ethnic backgrounds. To facilitate this, we invite interested black, Asian and minority ethnic candidates to attend a pre-application workshop with our team, to find out more about our role within the sector, the application process, and what it's like to work for the Foundation as a member of the Research Team. Workshops will be held on 18 November 2021. Please contact sharmina.khanam@resolutionfoundation.org to register your interest.

We offer candidates with disabilities the option to opt in to a guaranteed interview scheme. Please tick the box during the application process if you would like to take part. We are also happy to discuss individual requirements relating to the application process and/or the demands of the role itself to ensure reasonable adjustments are confirmed in advance. Please contact sharmina.khanam@resolutionfoundation.org if you would like to speak to someone in confidence about your needs.

Closing date: 08.59 on Thursday 25 November 2021

First and second interviews will be held week commencing 6 December

Main duties and responsibilities

- Design and deliver projects within the research programme by conducting qualitative and quantitative research to the highest standards and developing appropriate policy proposals
- Propose and undertake new projects and policy ideas as part of the Foundation's research programme
- Disseminate research projects through written reports, articles, blogs and presentations
- Support and inform the Foundation's research programme by engaging with stakeholders in government, academia, and the private and voluntary sectors
- Communicate the work of the Foundation in print and broadcast media
- Represent the Foundation at our own seminars, conferences and other public events as well as at events run by other organisations
- 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:

- Strong quantitative research skills and experience of using a range of research techniques
- Sound knowledge and understanding of public policy issues relating to people on low-to-middle incomes in Britain, or that are relevant to the Economy 2030 project
- Proven project management skills and experience of managing and delivering high quality projects on time
- Excellent written and oral communication skills in a range of formats (briefings, reports, media articles, blogs and presentations)
- Excellent interpersonal skills and the ability to work flexibly as part of a small team in a fast-moving environment
- A commitment to the Resolution Foundation's core mission

Desirable characteristics include:

- Experience with statistical software packages e.g. Stata, R or Python
- Qualitative research skills and experience of using a range of techniques
- Comparative social and economic policy knowledge

Our researchers enjoy frequent interaction with senior stakeholders in government, media and the wider policy-making world. We actively develop and grow the skills and reputations of all our team, and provide training and development opportunities, including support for formal qualifications when applicable.

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. The Foundation has a defined contribution pension scheme and a range of flexible and family friendly policies. We also invest in training, including providing support with formal qualifications when appropriate.

Job title: Economist or Research and Policy Analyst

Salary: £35,000 - £45,000 p.a., depending on experience

Contract: Permanent

Probation period: Three months

Accountable to: Senior Economist or Senior Research and Policy Analyst

Notice period: Three months

Location: London, SW1

Working Hours: 37.5 hours a week, 09.00-17.30 Mon to Fri, although exact timings are flexible and you may sometimes be asked to participate outside these hours

Annual leave: 30 days p.a. plus bank holidays

We offer a competitive benefits package and the opportunity to join our small close-knit team at an exciting time in our development as the Foundation builds on a period of significant impact and seeks to step up to major challenges for economic policy in the years ahead as part of the Economy 2030 project.

How to apply

Resolution Foundation uses an online application platform for all our roles. Developed by the Behavioural Insights Team, Be Applied is designed to eliminate unconscious bias in the recruitment process. If you would like to apply, please visit <https://app.beapplied.com/apply/xb3dykenaw>.

The application process has two 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 make it through the initial shortlisting stage.

II. Scenario-based questions: You will be asked to complete three work place scenarios based questions relevant to the role and will be marked against the essential requirements section of the job description. Each question has a 250-word limit and you will have the opportunity to amend these sections before submitting your application.

In line with our determination to attract a diverse workforce, we constantly review our recruitment procedures. To help with this, we would be grateful if you would also complete the equal opportunities monitoring form provided on the application platform. Any information you provide is collated anonymously and used solely to track the effectiveness of our recruitment campaign.

Closing Date

To be considered for this opportunity, please ensure you submit your application by **08.59 on Thursday 25 November 2021**.

Interviews

Shortlisted applicants will be contacted as soon as possible after the closing date, and we expect to hold first and second interviews virtually, using Microsoft Teams, in the week commencing 6 December 2021. Please indicate your availability and let us know if you have any specific requirements so we can make any necessary adjustments in advance.

Office Based and Remote Working

The Foundation team have returned to working predominantly from our Westminster office with some flexibility for a limited amount of working from home allowed, and subject to any future changes in government guidance, we envisage once in post, the successful candidate will also work predominantly from our office. If you have any concerns about this, due to health concerns or caring responsibilities, please contact sharmina.khanam@resolutionfoundation.org.

Financial Assistance

Assistance for travel expenses may be provided where interviews happen in person, subject to agreement in advance. We are also happy to pay for childcare (or other caring obligations) to enable you to attend interviews in person or online. 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. We also offer interest-free loans to help with relocation expenses in some circumstances.

Feedback

All unsuccessful applicants will be sent feedback about their application through the Applied 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 to speak to someone informally about the role before applying, please contact sharmina.khanam@resolutionfoundation.org.

If you would like further information about the application process, or if you have a disability that might affect your ability to complete the timed multiple-choice test, please contact us at: recruitment@resolutionfoundation.org and a member of staff will get in touch. For more information about our work and what it is like to work for the Resolution Foundation, please see our Recruitment Brochure.

The Research Team

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 rigour and purpose underpin everything we do.

It is an exciting time to join the research team, as we build on a period of significant impact and seek to step up to major challenges for economic policy in the years ahead. We are a fast-paced organisation, focused on responding to the current economic crisis as well as contributing to crucial longer-term public policy debates. The capability to work at pace on several different projects concurrently and a strong desire to progress within an academically-rigorous and policy engaged research team are essential.

We actively develop and grow the skills and reputations of all our team, and provide training and development opportunities, including support for formal qualifications when applicable. Our researchers enjoy frequent interaction with senior stakeholders in government, media and the wider policy-making world, and we aim to provide opportunity for progression within the Foundation wherever possible.

Researchers

Researchers provide support on a wide range of economic and social policy issues, including writing up the findings of primary analytical work and conduct secondary analysis of relevant literature. They work closely with senior staff to draft research notes and publications and they monitor and keep the team informed of external policy developments relevant to the Foundation's research programme. Researchers also contribute to key projects within the research programme by conducting qualitative and quantitative research and developing appropriate policy proposals. An understanding of the wider economic and social policy context in the UK and an appreciation of some of the key drivers of living standards are essential.

Economists / Research and Policy Analysts

Economists and Research and Policy Analysts contribute to the design, management and delivery of key projects within the research programme by conducting qualitative and quantitative research and developing appropriate policy proposals. They disseminate research projects through written reports, and support the Foundation's research programme by engaging with stakeholders in government, academia, and the private and voluntary sectors. They represent the Foundation at seminars, conferences and other public events and make appearances in print and broadcast media. Our Economists and Research and Policy Analysts have a sound knowledge and understanding of public policy issues relating to people on low-to-middle incomes in Britain and have proven project management skills, and experience of managing and delivering high quality projects on time.

Senior Economists / Senior Research and Policy Analysts

Senior Economists and Senior Research and Policy Analysts propose, design, manage and evaluate new projects and policy ideas as part of the Foundation's research programme, and lead key projects by conducting qualitative and quantitative research and developing appropriate policy proposals. Senior Economists and Senior Research Policy Analysts have excellent quantitative research skills and experience of using a range of research techniques. They may manage junior members of the research team, as well as a rich network of stakeholders in government, the private sector, the voluntary sector and academia. They also make regular appearances in print and broadcast media. A thorough knowledge and understanding of a specialist area of policy making in the UK and a thorough understanding of public policy issues relating to people on low to middle incomes in Britain is essential. Our Senior Economists/ Senior Research and Policy Analysts also have a proven track record of delivering research impact and influencing policy change.

Principal Economists / Principal Research and Policy Analysts

Principal Economists / Principal Research and Policy Analysts lead the Foundation's research and policy programme across specific work streams, working closely with Directors to ensure programmes advance broader organisational strategy. They have proven project management skills and extensive experience of designing, managing and delivering high quality projects on time.

They also have a proven track record for delivering research impact and influencing policy change at the higher levels of government. They line manage members of the Foundation's research team and oversee the budget of relevant programmes, ensuring they are taken forward cost-effectively in addition to achieving the research aims.

Research Directors

Research Directors lead the Foundation's research and policy programme across multiple work streams, and deliver a personal research programme focused on their specific expertise. They engage with key stakeholders at the highest level in government, media, the private sector and the voluntary sector, and forge close working relationships with leading experts in other research institutions and academia.

They manage the research budget, ensuring programmes are taken forward cost-effectively and within budget and they also help to devise and implement broader organisational strategy as part of the Senior Management team. They each have an established reputation as a leading expert on UK living standards and economic policy, extensive experience developing research strategies and managing projects, and an impressive track record in original research or policy making.

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.
- 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 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.