**POST DESCRIPTION**

**RESEARCH AND POLICY CO-ORDINATOR**

**(FULL TIME, PERMANENT)**

**Outline**

|  |  |
| --- | --- |
| **Length of appointment** | This is a permanent appointment. The postholder will be an employee of the Centre for Public Scrutiny Ltd. |
| **Hours** | **37.5 hrs per week** (full time) |
| **Pay** | £27,000 pa |
| **Benefits** | 25 days holiday, plus Bank Holidays.  Standard working hours 9.30am-5.30pm, with breaks. Time off in lieu of hours worked outside these times will be available.  A pension will be available from 1 January 2017 |
| **Accountability** | Reports to Director, Local Accountability |
| **Location** | Aldgate, London  The position is primarily office-based although there may be some travel within the UK. |

**About CfPS**

The Centre for Public Scrutiny (CfPS) is the leading national body promoting and supporting excellence in governance and scrutiny. CfPS believes that embedding the principles of transparency, accountability and involvement into an organisation’s culture and processes leads to better decisions and improved outcomes. As a charity, our work has a strong track record of influencing policy and practice nationally and locally. CfPS works throughout the UK, providing specialist training and consultancy to individuals and organisations looking to improve their governance and scrutiny skills, culture systems and processes.

Amongst other things, we:

* produce research and policy guidance for professionals on how they can improve the way that their organisation considers and handles governance issues;
* provide direct advice, training and consultancy support to a range of individuals and organisations to help them to improve the way they make decisions;
* organise roundtable meetings of leading thinkers and policymakers, and publicise those meetings to disseminate our ideas;
* seek to lobby and influence a range of decision-makers in local and national Government on issues which reflect our charitable objectives;

To date much of this work has been financed by our institutional funders, who include the Local Government Association. Increasingly we are selling a range of services, including training for elected politicians and assistance in improving governance and decision-making.

CfPS has recently been going through a process of change. We are working to focus more attention on developing our business, with the intention of diversifying our sources of income. Part of this involves a more consistent approach to marketing and delivering events, and using information we have at our disposal to refine our consultancy offer.

The Centre for Public Scrutiny is an independent charity (charity number 1136243) and company limited by guarantee (company number 5133443), governed by a [Board of Trustees](http://www.cfps.org.uk/about-us/boardadvisory-board) and supported by an [Advisory Board](http://www.cfps.org.uk/advisory-board).

Our website, which explains our work in more detail, can be found at [www.cfps.org.uk](http://www.cfps.org.uk).

**Job context**

The postholder’s role will be closely aligned with CfPS’s strategic plan. Our priorities, and how the role reflects and supports them, are below:

1. **Giving specialist support to specific sectors by providing information, insight, advice and training –** the postholder will have primary responsibility for CfPS’s Customer Relationship Management (CRM) system, using it to help to provide advice to practitioners and to prepare consultants to deliver paid-for training on the ground;
2. **Seeking to embed the principles of accountability, transparency and involvement across all public services and sharing best practice** – the postholder will support the production of high quality research based on robust evidence, and will be responsible for collecting, collating and disseminating examples of excellent scrutiny;
3. **Leading the debate on good public governance and scrutiny with practitioners and public service leaders** - the postholder will be responsible for organising roundtable meetings, and other events, to promote the principles and accountability, transparency and involvement within the national public policy discourse;
4. **Working with experts and partners from across the public, private, voluntary and academic sectors in the UK and abroad in order to provide the best quality support** – the postholder will be responsible for assisting the development of funding bids, the development of productive and profitable working relationships with partners, and the development of plans to draw in income;
5. **Being a well-run, financially sustainable charity** – the postholder will provide support to our Boards and assistance in the management and governance of the organisation.

**Job description**

The postholder will be responsible for the following.

Research and policy

*1: Policy support*

* Policy support, which may involve writing short research reports and blogposts, and assisting other members of the team with more substantial research projects;
* Ongoing research oversight on CfPS’s primary areas of interest and expertise: reviewing the national and trade press, think-tanks and Government websites, initial identification of opportunities for new work. Writing responses to consultations as appropriate and required.

*2: Supporting business development work for CfPS through the management of information through using CfPS’s Customer Relationship Management system*

* Working with the Programme Support Officer in ensuring that information about consultancy and other support provided to councils is kept up to date and organized;
* As necessary, gathering data from other sources (surveys, interviews, mailouts) to augment the quality and utility of information in the CRM;
* Using the CRM to design and deliver (with the Communications Consultant and Directors) targeted marketing plans for existing and new products;
* Carrying out evaluations of completed consultancy work, feeding learning back to Directors and consultants;
* Using the CRM and other sources to produce regular digests of interesting or noteworthy work on local governance, including blogposts on good work carried out by local authority overview and scrutiny committees;
* Preparing quarterly returns on activity under our contract with the Local Government Association, and contracts with other funders as necessary

*3: Delivery*

* Assisting in the preparation of bids for funding, and other business development activity;
* Delivering some consultancy work or assisting other members of staff in delivery as appropriate

Events

* With Directors and the Programme Support Officer, designing and organising a series of roundtable meetings for experts and practitioners to discuss issues relating to governance, democracy and accountability;
* Providing support to the Communications Consultant in the organisation and delivery of the CfPS Annual Conference, alongside other staff.

Other responsibilities

* Providing administrative support to CfPS’s Trustee and Advisory Boards, by collating agendas and writing minutes.

The Centre for Public Scrutiny is not affiliated to any political party. The postholder will be expected to work on that basis. However, the postholder will not be subject to personal political restrictions under the Local Government and Housing Act 1989.

**Pay**

Pay will be subject to the experience of the successful candidate, subject to the range set out above.

**Person specification**

|  |  |
| --- | --- |
| **Specification** | **How will this be assessed?**  **Application / Interview** |
| **ESSENTIAL** |  |
| **1. The ability to write and speak on complex issues in an understandable way, to a high standard** | Application & Interview |
| **2. The ability to collate, analyse and make sense of large amounts of information** | Application & Interview |
| **3. The ability to use information to developing marketing plans and strategies** | Application & Interview |
| **4. The ability to organise events** | Application & Interview |
| **5. A passion for and understanding of democracy, governance and accountability (in the UK or elsewhere).** You should have an understanding of the challenges and opportunities of operating in a political environment. | Application & Interview |
| **6. A good understanding of how local services are organised and delivered in England** | Interview |
| **7. Use of a database or CRM system and IT literate.** IT literacy will be evidenced through intermediate to advanced competence in the use of standard MS Office (or equivalent) software and/or the use of specialist database or statistical software in a professional or academic context. | Application & Interview |
| **DESIRABLE** |  |
| **8. An understanding of local authority scrutiny and governance** | Interview |

**The process**

You should send us:

* Your CV (setting out your qualifications and work history, where applicable)
* A covering letter setting out how you meet the requirements in the person specification

**By e-mail, in MS Word format or PDF**, to [ed.hammond@cfps.org.uk](mailto:ed.hammond@cfps.org.uk) by **5pm on Friday 12 August 2016**. Applications received in other file formats or on paper will **not** be considered.

Your covering letter should reflect how you meet each of the criteria which we are considering on application, as listed above, providing examples where appropriate. As a guide, you should write roughly 250 words per section.

The remaining criteria will be assessed at interview for those candidates who are shortlisted. Candidates will be asked to bring proof of the right to live and work in the UK when they attend interview.

All applicants will be contacted on or around 17 August to be advised whether they have been shortlisted. We will not be providing feedback to candidates who are not shortlisted.

**In-person assessment will take place on Wednesday 24 August. If you will be unavailable on this day,** please clearly indicate this on your application. Unsuccessful candidates at interview stage will be provided with feedback on their performance on request.

The assessment will take the form of an exercise followed by a 30 minute interview.

**Equality**

CfPS is committed to the principles of equality both in the application process and in terms of employment. As far as possible we have designed this application process to be accessible to people with different needs and characteristics, but if you feel that you have characteristics which will require specific consideration or reasonable adjustments as part of the application, interview and selection process then please let us know.

If you have any queries about any part of your application, or the application process, please contact Ed Hammond.

T: 020 3866 5109

E: [ed.hammond@cfps.org.uk](mailto:ed.hammond@cfps.org.uk)