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**Head of Research and Information**

ROLE DESCRIPTION

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| Post: | Head of Research and Information (temporary maternity cover) |
| Reports to: | Chief Operating Officer |
| Line Manages: | Senior research analysts, research analysts, research assistants, information specialists |

Job purpose

Reporting to the Chief Operating Officer to contribute to the planning and management of all aspects of the organisation’s research, evaluation and information functions.

To lead the delivery of complex, multi-partner, programmes and projects for clients, working with internal staff and partners.

To sustain and develop effective external relationships with sponsors and key stakeholders to promote SCIE’s work and in particular to increase SCIE’s profile in children and families’ services.

To support the Chief Operating Officer in developing a sustainable and expanded offer to support business development especially regarding social care services for families and children.

To lead on the responses to major tender opportunities, working with colleagues to produce high quality bids and proposals.

To lead on the development of internal knowledge, skills and capability in research methods, providing training and expert inputs to support the delivery of excellent research projects.

To ensure that as part of the senior management team that SCIE delivers its business objectives within its agreed income and expenditure budget.

To adhere to and model the values of the organisation, in particular our commitment to the principles of co-production, the full involvement of those who use care and support in all stages of service design, delivery and review.

Main duties

To ensure high quality and timely delivery of the children and families work programme.

To ensure high quality and timely delivery of SCIE’s contract to deliver engagement activities on behalf of What Works for Children’s Social Care.

To manage a team of staff, from a variety of professional backgrounds to deliver specific projects research and evaluation projects and those which focus on children and families.

Lead on the skills development for colleagues in research, evaluation and information methods.

To work with other members of the Senior Executive Team to produce high quality research, evaluation and research bids.

To ensure efficient management of budgets to support delivery of SCIE’s work programmes.

To ensure that knowledge about equalities and diversity is integrated and addressed in SCIE’s products, services and working practices.

To represent SCIE in public and professional arenas.

To contribute to the strategic development of SCIE and its management through membership of the senior management group and programme boards.

To initiate and test proposals for new products and services, which will generate income for SCIE.

Other tasks as may be required, commensurate with the level of the post.

General duties

To comply with SCIE’s policies and procedures, including equal opportunities and diversity, and to have a personal commitment towards their implementation.

To work flexibly and positively contribute to good team working and the delivery of SCIE’s objectives through matrix working.

To keep up to date with the work of SCIE and its partners.

To contribute to the development of service improvements though participation and involvement in team meetings, workshops, conferences, and other groups.

A clear commitment to working with people who use services and carers in a sensitive and non judgmental way to facilitate positive working relationships

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| **ESSENTIAL CRITERIA** |
| **Aptitude / Abilities / Skills** |
| Excellent knowledge, skills and experience of leading high profile and complex research and evaluation projects for clients across the public sector  |
| Demonstrable ability to think and act strategically and demonstrate a record of successful delivery in social care or a related field |
| Knowledge of social care, with a focus on children’s social care and the issues impacting on practice  |
| Demonstrable ability to communicate effectively and to negotiate and influence a wide range of audiences, establishing positive relationships that generate confidence and trust |
| Demonstrable ability to lead, motivate and manage teams in achieving clear and challenging objectives |
| Proven project management skills, including budget management |
| Demonstrable ability and commitment to working inclusively with service users, with their supporters and carers and with social care practitioners and their managers  |
| **Education / Knowledge** |
| Undergraduate degree in a relevant field |
| Masters degree in a relevant field or 3 years’ experience working as a researcher or research manager in a research environment |
| Experience of line management and/or professional supervision of research staff |
| Experience and knowledge of competitive bidding and income generation in a public sector, not for profit or commercial environment |
| Knowledge and experience of social care policy and practice |
| Knowledge and experience of social care networks across England, Wales and Northern Ireland |
| **Attitudes / Personal Characteristics** |
| A clear understanding of, and commitment to, equal opportunities and diversity, and the commitment to promote high standards of conduct, integrity and probity. |
| Ability to establish and maintain effective, collaborative working relationships  |
| Ability to undertake occasional travel and overnight stays |
| **DESIRABLE CRITERIA** |
| **Education / Knowledge** |
| Doctorate in a relevant field |
| **Aptitude / Abilities / Skills** |
| Experience of leading systematic literature reviews |
| Experience of working with information professionals to undertake literature searching and database management |