



Job Description

Job Title	Research and Evaluation Officer
Reports to	Research and Evaluation Manager
Reports	None
Job Level (overall competency level)	5 (2)
Location	Bar Standards Board Office, 289-293 High Holborn, WC1V 7HZ Attendance at off-site meetings may be required.
Work Smart Category	Regular Home Worker (1 – 2 days per week)

Purpose of the Role

To work within the BSB Research team to provide the evidence-base for policy and decision making throughout the BSB. The role will involve designing, delivering and managing both in-house and commissioned research projects to develop the evidence base for our regulatory functions. This will include undertaking qualitative, quantitative and mixed methods research, developing research materials and surveys, conducting field work, through to the analysis of data and evaluation.

Measures of Success

- Research and evaluation projects managed by the job holder are well managed (according to quality, time and budget constraints), robust, deliver their intended objectives and are conducted in accordance with the most appropriate methods to maximise the benefit to the organisation.
- Job holder receives positive user and colleague feedback about work
- Job holder is considered by colleagues and wider stakeholders as the main source of research expertise.

General Responsibilities

Research, evaluation and analytical expertise

- Conduct and commission in-depth research, monitoring, evaluation and analysis to build the evidence base to support the BSB to meet its regulatory objectives and strategic priorities.
- Use technical expertise and knowledge to manage and deliver all stages of the research process, including:
 - designing robust research and evaluation projects and drafting research specifications and invitations to tender,
 - designing research tools and instruments (such as interview topic guides, survey questionnaires, sampling frames),
 - undertaking and advising on analysis and drafting findings,
 - providing quality assurance of research outputs delivered by others, to assure integrity and objectivity,



- Conduct secondary analysis of existing dataset and other ad hoc research tasks, as required, to support the BSB to meet its regulatory objectives and strategic priorities.

Research Project Management

- Use appropriate project management tools and resources to manage time effectively in order to balance the delivery of several simultaneous research projects, including externally-commissioned projects;
- Apply Research Team guidance, templates and protocols to deliver own workload
- Report to line manager on the management of research projects on which you lead, raising any issues promptly to ensure deadlines and quality requirements are met.

Increasing visibility and impact of BSB Research

- Produce research reports and briefings which communicate evidence in a user-friendly way.
- Work with colleagues to ensure the appropriate dissemination, uptake and use of BSB research evidence, and monitor its impact.
- Present findings to the Senior Management Team, Programme Boards, Committees and the BSB Board, as required.

Improving research awareness and use of evidence

- Advise colleagues on best practice in data monitoring, collection and utilisation, including quality of external research reports, research evidence and research design proposals
- Deliver internal training to promote colleagues' understanding of research methods and the appropriate use of evidence.
- Maintain research and statistics elements of the BSB website to ensure they are accurate and up to date.

Collaborative working and customer focus

- Provide research support for the Strategy and Policy department and more widely across the BSB, including through technical research, evaluation and analytical guidance and advice.
- Seek opportunities to collaborate with researchers in other legal regulators in delivering research and evaluation activities.
- Respond to research queries and requests for research material from internal and external stakeholders in a timely manner.

Additional responsibilities

- Undertake any other duties relevant to the research programme and Research Strategy.
- Other tasks requested by the Research and Evaluation Manager, Head of Research or Director of Strategy and Policy.

Competencies

Planning & Thinking

- Information gathering
- Analysis and problem solving
- Strategic awareness

Level - C



<p>Leadership & working with others</p> <ul style="list-style-type: none"> • Team work and collaboration • Flexibility and adaptability • Impact, influence and awareness • Leadership and managing others 	Level - C
<p>Delivering Results</p> <ul style="list-style-type: none"> • Results focussed • 	Level - C

Person Specification

	Essential	Desirable
Qualifications	Degree in a relevant discipline (e.g. social sciences with substantial social research component, Research Methods, Business Intelligence) or equivalent experience. [A]	Post graduate qualification or equivalent experience
Experience	<p>Applied experience of designing and delivering high-quality social research and evaluation, including:</p> <ul style="list-style-type: none"> - Extensive use of a range of qualitative, quantitative and mixed methods data collection and analysis skills. [A,I] - Ability to use different data collection techniques and a range of data analysis approaches using appropriate IT software. [I] - Ability to translate policy requirements into robust research specifications which meet customer needs. [A,I] - Ability to write invitations to tender and commission and quality assure research, evaluation and analytical activities. [A,I] - Ability to manage several simultaneous research projects and tasks. [I] <p>Demonstrable experience of managing, manipulating and querying large-scale, complex datasets to provide meaningful interpretations. [A,I]</p> <p>Good experience of standard research and data analysis software (such as SPSS and NVivo) and online survey</p>	<p>Experience of working in research or analytical role within a regulatory, policy or public affairs setting.</p> <p>Experience of presenting targeted results to different audiences, including up to board level.</p> <p>Experience of assessing and managing risks in relation to project work.</p>



	<p>solutions. [A,T]</p> <p>Demonstrable experience of writing clear and compelling research reports and presentations for internal and external audiences. [A]</p> <p>Proven experience of using research and data to persuade, influence and advise both specialist and non-technical audiences. [I,T]</p>	
Knowledge	<p>Comprehensive knowledge of research methods, including quantitative, qualitative and evaluation methods. [I]</p> <p>Knowledge of applied research ethics and good practice in social research and reporting of analysis. [I]</p> <p>Knowledge of quality assurance techniques to assess methodological rigour. [I]</p>	<p>Knowledge of current issues in regulation</p> <p>Understanding of the structure of the legal profession</p> <p>Understanding of the legal sector.</p>
Personal Attributes/behaviours	<p>Ability to work to tight deadlines and on a diverse range of tasks at the same time. [I]</p> <p>Able to manage projects successfully to deliverables, deadlines and budget [A]</p> <p>Attention to detail. [A]</p> <p>Strong numerical and analytical skills and the ability to collate analyse, interpret and present complex information that is accessible to a wide range of audiences. [A,T]</p> <p>Good interpersonal skills with an ability to build effective working relationships. [A,I]</p> <p>Excellent verbal and written communication skills, presenting complex information and difficult messages clearly and persuasively. [I,T]</p> <p>Committed to promoting equality and valuing diversity at all stages of the research process and in daily working practice. [A,I]</p>	

A = Application
I = Interview

T = Test



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