

Job Description

Post: Senior Research & Policy Officer

Responsible to: Chief Executive Officer

Salary: £31,000 - £36,000

As Senior Research & Policy Officer you'll be responsible for leading on all fuel poverty related research and policy engagement with charities, academics and governments.

You'll be curious, driven, impact-focused with a high attention to detail, passionate about "doing the right thing" and ensuring that Energy Action Scotland continues to be able to delivery it's key aim of helping vulnerable fuel poor households in Scotland.

About Energy Action Scotland

We are a values driven organisation and recognise that it is how we go about our work that is the key to success. We embrace our values, and this is evident in everything we do.

- **Collaborative** - *we work well with others, supporting each other in all that we do.*
- **Creative** - *we will challenge traditional thinking and develop new approaches to deliver the best results.*
- **Excellence** - *we will do the very best that we can every day to make a difference to the lives of others.*
- **Fairness** - *we will do what is right for our colleagues, our partners and the people that need us to be successful.*

Responsibilities:

- Lead on the design, development and delivery of social research and evaluation programmes using a variety of qualitative and quantitative research methods
- Development and maintenance of an outcomes framework to capture charity-wide project outcomes and impact
- Lead on the integration of insights from across the charity's policy, research and practice work streams to provide an up-to-date evidence base from which to influence internal and external policy and practice
- Contribute to the formulation of policy statements, responses to policy papers and consultation documents
- Produce high quality research reports, briefings and blogs for publication and disseminate the contents to a variety of audiences

- Proactivity identify research topics and develop new programmes of work, collaborating with others and supporting the preparation of funding applications
- Initiate and develop collaborative working partnerships with individuals and institutions involved in research and policy on fuel poverty and energy efficiency in the UK and beyond
- Promote and develop Energy Action Scotland and our profile through research and policy contributions
- Any other duties as required.

About you

- Proven applied experience in a research role, and substantial experience of undertaking social research, including appropriate quantitative and qualitative methodological approaches
- Excellent analytical skills and ability to synthesise complex data to develop evidence-based insights
- Excellent interpersonal skills, including experience of conducting structured and unstructured interviews, including face-to-face, leading group interviews/focus groups, and professional and empathetic conduct
- Ability to think strategically and respond rapidly to external developments
- Experience of working in a public policy environment to deliver change
- Compelling and effective oral and written communication skills and the ability to write for and present to different audiences
- Excellent ability to work independently and collaboratively. You will be highly motivated, organised and able to manage your work commitments effectively
- Confident and skilled in the use of Microsoft Office, and experience of using quantitative analysis software package SPSS and qualitative analysis package nVivo (or similar)
- Educated to degree level in a social science, or a related discipline with a social research component