

JOB DESCRIPTION

Research Assistant

Post Ref	2.5.3.1.1
Reporting To	2.5.3.1 Research Associate
Pay Band	HEO
Line Management	N/A
Budget Management	N/A

Job Purpose

Work within the Research and Analysis and/or Standards team to undertake research projects in the field of assessment and qualifications and to support the research of others to deliver a research programme that contributes to Ofqual's corporate plan.

Key Accountabilities:

- Performing research in the field of assessment and qualifications.
- Working with other researchers and Standards colleagues to deliver quantitative and qualitative research projects.
- Performing literature searches and producing reviews of the literature to support the delivery of research projects.
- Helping to advise and support teams across Ofqual on appropriate methodologies when undertaking research and evidence-gathering activities.
- Critically reviewing reports produced by peers, academics and other agencies
- Providing statistical and analytical support to the research team and across the Directorate, as required.
- Keeping abreast of findings from relevant research in UK and sharing these with the Research team.
- Contributing to the publication of reports, articles and data.
- Responding to internal and external queries about research.
- To perform any other reasonable duties as directed by line management.

Corporate Accountabilities:

- Leading by example as a role model for Ofqual's values and professional standards.

- Assisting with the delivery of business and corporate plans for your area.
- Managing individuals or teams through line management and/or matrix management arrangements as required, ensuring under performance is managed and adequate resourcing is planned to meet objectives.
- Initiating continuous improvement in your own areas of responsibility.
- Taking a proactive approach to risk management, ensuring any risks and issues identified are addressed and reported and, where appropriate, escalated.
- Managing delegated resources (e.g. budgets, equipment and contracts) as appropriate, to ensure value for money.
- Being fully aware of and actively complying with Ofqual's policies and procedures relevant to your own responsibilities and to corporate policies and procedures including equality, sustainability and the environment, health and safety and data protection.
- Performing any other reasonable duties as directed by line management.

This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.

PERSON SPECIFICATION

Experience

Criteria	Essential (E) or Desirable (D)
Experience of performing quantitative and qualitative research using a range of methodologies.	E
Experience of analysing quantitative data from a range of sources.	E
Experience of reviewing and interpreting research literature.	E
Experience of dealing with enquiries using a range of communication methods.	D
Experience of critically reviewing and supporting improvements to written research papers/reports.	D

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
Ability to analyse quantitative data and to apply inferential statistical approaches.	E
Ability to perform thorough literature searches and produce written reviews.	E
Excellent written and oral communication skills, and the ability to communicate clearly and effectively to the audience.	E
Ability to think creatively to solve numerical problems.	E
Competence in analytic/statistical software such as SPSS, R, or advanced Excel to support research.	E
Able to build effective working relationships with internal and external stakeholders to work collaboratively to achieve objectives.	E
Skills in analysing written and numeric evidence and drawing appropriate conclusions.	E

Knowledge including qualifications

Criteria	Essential (E) or Desirable (D)
A degree (preferably a higher degree) in a subject with a significant quantitative element.	E
Knowledge of a range of qualitative and quantitative research methodologies.	E
Knowledge and understanding of assessment (including principles such as reliability, validity and comparability).	D
Knowledge and understanding of England's assessment, examination and qualification system.	D

You will be required to evidence the essential criteria in your application, and if successful, at interview. Additionally you may also be required to complete online tests, exercises, scenarios and/or psychometric testing.