

JOB DESCRIPTION

Research Associate

Post Ref	2.5.3.1
Reporting To	2.5.3 Research Fellow
Pay Band	SEO
Line Management	2.5.3.1.1 Research Assistant
Budget Management	

Job Purpose

To work within the Research and Analysis and/or Standards team to design and undertake research and evaluation projects investigating a range of aspects of the design and delivery of educational assessments and qualifications in support of the Ofqual corporate plan.

Key Accountabilities:

- Performing research in the field of educational assessment and qualifications.
- Working independently to manage the on-going delivery of research projects.
- Working with other teams across Ofqual to provide methodological, research and evidence based support, as required.
- Performing research on projects in collaboration with external organisations (including academic departments).
- Providing statistical and analytical support to the research team and across the Directorate (including Standards and Comparability), as required.
- Providing research input to and collaborating with members of the relevant technical advisory groups and committees.
- Critically reviewing reports produced by peers, academics and other agencies
- Contribute to the publication of reports, articles and data.
- Keeping abreast of findings from relevant research in the United Kingdom and internationally, making this available to other Directorates and groups.
- Line managing research staff and other team members, as required.
- Respond to internal and external queries about research.
- Performing 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.
- Driving the delivery of business and corporate plans for your own areas of responsibility.
- 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 (eg 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 personally performing a range of complex research projects with a significant quantitative element.	E
Experience of designing studies using a range of methodologies including experimentation.	E
Experience of analysing large scale data sets.	E
Experience of critically reviewing and supporting improvements to written research papers/reports.	E
Experience of psychometric measurement techniques/modern test theory.	D
Experience of writing and successfully publishing research in academic journals.	D

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
The ability to apply a range of statistical techniques including multivariate analyses.	E
The ability to plan, design and deliver creative and innovative research projects.	E
The ability to analyse and interpret complex statistical data and technical information.	E
Excellent written and oral communication skills, and the ability to communicate complex and technical information with clarity.	E
The ability to use computational statistical software tools such as SPSS (syntax), R, SAS programming language or other experience of programming.	E
The ability to think creatively to solve complex technical research problems.	E
Strong ability to work flexibly, managing changing and competing priorities.	E
Able to provide effective management of people and resources, and / or project team management to achieve objectives.	D

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 and understanding of educational assessment (including principles such as reliability, validity and comparability).	E
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.