

## JOB DESCRIPTION

### Research Fellow

<b>Post Ref</b>	2.5.2
<b>Reporting To</b>	2.5 Associate Director Standards and Comparability
<b>Pay Band</b>	G7
<b>Line Management</b>	2.5.2.1 Research Associate/Senior Officer Assessment Quality and Standards
<b>Budget Management</b>	

#### Job Purpose

To support the senior management team by developing, leading and delivering innovative research and evaluation programmes to investigate all aspects of standards in, and comparability between, regulated qualifications.

#### Key Accountabilities:

- Designing, planning and delivering research programmes that support delivery of Ofqual's strategic objectives.
- Performing research in the field of assessment and qualifications.
- Supporting the Associate Director: Research and Analysis and/or Associate Director: Standards and Comparability in identifying key areas of relevant research.
- Working independently to manage the on-going delivery of research and evaluation programmes
- Working with other teams across Ofqual to provide methodological, research and evidence based support, as required.
- Providing expert input to and collaborating with members of the relevant technical advisory groups and committees.
- Managing collaborative projects and supporting research relationships with external organisations (including academic departments).
- Keeping abreast of findings from assessment/qualifications research in the UK and internationally and make this available to relevant internal teams.
- Providing statistical and analytical support to the research and standards teams and across the Directorate, as required.
- Critically reviewing reports produced by peers, academics and other agencies

- Developing and maintaining links with other researchers working in the field of assessment including presenting on behalf of Ofqual at academic conferences.
- Line managing research staff and other team members, as required.
- 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.
- Driving continuous improvement within your own areas of responsibility.
- Taking a proactive approach to risk management, ensuring risks and issues are identified, 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 planning and managing research projects.	E
Experience of designing studies using a range of methodologies including experimentation.	E
Experience of analysing large scale data sets.	D
Experience of psychometric measurement techniques/modern test theory.	D
Experience of critically reviewing and supporting improvements to written research papers/reports.	E
Experience of delivering strategic priorities within strict timelines.	E
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 and multi-level statistical analyses.	D
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 communications skills, and the ability to communicate complex ideas and information to a range of audiences and stakeholders.	E

The ability to use computational statistical software tools such as SPSS (syntax), R, SAS programming language.	E
The ability to think creatively to solve complex technical research problems.	E
Strong ability to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives.	E
Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues.	E
Able to manage effectively people and resources, and / or project teams, to achieve complex or high priority objectives, and develop others personally and professionally.	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 assessment (including principles such as reliability, validity and comparability).	D
Knowledge of England's assessment, examination and qualifications system.	D
Awareness of international models, standards and practices in assessment.	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.**