



# Research Analyst

<b>Reports to</b>	Senior Research Analyst
<b>Hours</b>	Part time (18.75 hours per week)
<b>Contract</b>	Fixed term for 12 months (until September 2017)
<b>Salary</b>	£22,000-28,000 pa pro rata
<b>Location</b>	Bristol, with regular travel around the UK

## Role summary

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As one of the Research Analysts you will work with and support the Senior Research Analyst and wider Research, Evaluation & Analysis team in the design, data collection and analysis for our 'beacon sites'. The beacon sites will test a full suite of new and existing interventions together, to see what really makes a difference in terms of outcomes for victims, perpetrators and children living with domestic abuse.

Through working with our experts (Practice, Communications and Public Affairs) you will use data and information to influence policy and inform practitioners, commissioners and government about the sector. This is a great opportunity to see your research inform and improve the response to domestic abuse.

The post holder will support the delivery of the blueprint and SafeLives strategy through the key duties and responsibilities outlined below:

### Key duties and responsibilities

1. Support front-line services, practitioners, and their representatives to gather data on all family members affected by domestic abuse including but not exclusively children, adult victims and perpetrators, assisting with the design of data tools, delivering training and contributing to the development of training and analysis materials
2. Conduct analysis of data on families where there is domestic abuse, and/or perpetrators of abuse using appropriate and tested methods to produce accurate and timely results, and testing interpretation with practice experts within and external to SafeLives
3. Support the interpretation and dissemination of messages from SafeLives' research data, including writing and contributing to reports and papers as required, drawing out clear implications from the data for policy and practice, and presenting findings back to front-line practitioners, commissioners and policy-makers
4. To liaise with external stakeholders and other external contacts in order to develop positive working relationships and respond to queries as appropriate
5. Enter data onto various databases, including Excel and SPSS with consistency and accuracy
6. Be a confident communicator, translating complex data into practical messages and recommendations that non-expert audiences can understand and engage with, and deliver clear and coherent reports and presentations for internal and external stakeholders
7. Be responsible for ensuring the completeness, accuracy, robustness and timely production of all data and narrative reports, and other research and policy outputs
8. Day to day management of SafeLives' datasets, including answering queries from and providing support to practitioners and internal teams, management of online data collection tools and oversight of the accuracy and integrity of the dataset
9. With colleagues, support the recruitment of new services, through marketing materials, presentations and individual conversations

10. Support the Senior Research Analysts to develop cross data set working and awareness with other members of the R&A team
11. Line manage the day to day work and development of the Data Support Officer (as applicable)
12. Work closely with the Practice, LAP, Consultancy and Knowledge Hub teams to ensure data analysis and outcomes are linked to best practice recommendations (which are fed in to the reports) and ensure all reports, messages and outputs are aligned with SafeLives practice messages and best practice
13. Contribute to analysis and drafting of policy, practice and research briefings and other communications, drawing on SafeLives' national and programme datasets to influence the public policy agenda and standards of good practice
14. Use knowledge of quantitative and qualitative methodologies to contribute to project design and the development of research tools such as new forms, questionnaires, focus groups and online surveys
15. Support the scoping, design and development of new data and analysis projects to support SafeLives' new strategy and future programmes.
16. Disseminate research and evaluation findings to internal and external partners using a range of appropriate formats and communication tools
17. Keep up-to-date with research literature relevant to projects and relevant new developments in research methodology
18. To ensure that any data collected, analysed and or shared whilst performing these duties is handled in line with SafeLives' data protection, data storage and collection policy and protocols

Any other duties commensurate with the general level of the role as directed by the Line Manager or SafeLives

## Person specification

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### Qualifications

- Educated to degree level or holding an equivalent professional qualification.

### Skills / experience: essential

- Experience of delivering quantitative research, in particular of managing, analysing and drawing meaning from large data sets
- Excellent analytical skills, with fluency in Excel and/or Access
- Excellent IT skills including knowledge and experience of Microsoft Work, Microsoft Excel, Powerpoint and Microsoft Outlook

### Skills / experience: desirable

- Experience of conducting statistical analyses using an appropriate statistical package eg SPSS
- Experience of using SNAP survey software

### Competencies

- Very strong written skills, with good experience of writing reports, guidance or briefings to influence policy or practice
- Very strong oral communication skills, with experience effectively of communicating to a range of audiences
- Self-starter with the ability able to use their initiative and judgement to identify problems and propose solutions
- A strong team player, with experience of working with colleagues across a range of roles
- Strong time management and organisational skills including the ability to manage multiple projects, prioritise own work and meet tight deadlines
- Proven ability to maintain confidentiality and be discreet at all times
- A genuine interest and commitment to contribute to SafeLives' goals to help every family living with domestic abuse