



Job Description

Job Title:	Research Officer
Directorate/Team:	Research, Intelligence, and Inclusive Growth
Location:	16 Summer Lane or other site/location
Responsible to:	Senior Research Officer
Responsible for:	NA
Key working relationships: (internal)	Policy research stakeholders across the WMCA; Research and Intelligence Community of Practice (RICOP).
Key working relationships: (external)	Local and regional partners such as universities and research institutes, the Economic Intelligence Unit (EIU).

Purpose of the Post

The Research Officer will deliver research papers in direct response to the annual research plan in collaboration with policy teams across the WMCA.

Research areas fall under the mayoral priorities of growth and homes for everyone. Themes may include, for example, business leadership and investment, our everyday economy, our people and skills, our economic networks and narrative, innovation and technology, health and growth, social capital and connectivity, growth and the environment, inequality, creative industries, homelessness, housing and health, planning and development, and energy systems.

Accountabilities

To contribute to a rich evidence base for policymaking in the WMCA through:

- The provision of high quality, flexible, and timely research for policy colleagues across the WMCA.
- The production relevant research papers, briefings and other high-quality policy advice and outputs
- Ensuring that the research is widely shared with partners to influence policy and practice.

Responsibilities

Strategic

- Working flexibly and proactively, with integrity, to meet the research needs of the WMCA.
- Support evidence-informed policymaking across the WMCA through robust data and insights
- Provide valuable evidence that helps shape policies in the WMCA.

People

- Develop and maintain working relationships with policy colleagues across the Combined Authority to deliver upon their research needs outlined in the Annual Research Plan.
- Champion research across the Strategy, Economy, and Net Zero directorate to ensure the research needs of the Directorate are met, including inclusive growth; housing; homelessness; energy capital; and environment
- Respond efficiently to requests for support from colleagues, partners and stakeholders as appropriate.

Operational

- Utilise knowledge of qualitative and quantitative research methods to undertake in-house research projects and analyse data.

- Generate a series of research reports based on literature reviews, primary data collection, and data analysis.
- Verbally present research findings to a non-technical audience.
- Contribute to the writing of research communications, including the monthly WISE Newsletter.
- Assist with the development and application of new data analysis and reporting systems and techniques.
- Assist in the adequate storage, protection and retrieval of information.

Financial

- Ensures Value for Money and follows the appropriate governance processes for dealing with any financial activities.

Other

- Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A	I	T
Experience	E	D	A	I	T
Experienced in using, developing and maintaining spreadsheets	X		X	X	
Production of reports, advice and briefings for senior stakeholders	X		X	X	
Designing small scale and less complex research projects		X			
Experience of inputting, analysing, interpreting and working with large volumes of complex data		X	X	X	
Experience of using PowerBi or similar to present data		X	X		
Multi-disciplinary working with other research and intelligence stakeholders such as policymakers, analysts, economists, and statisticians		X	X	X	
Skills / Knowledge	E	D	A	I	T
Knowledge of research and analytical methodologies and ability to demonstrate practical application of both qualitative and quantitative approaches through project based work		X	X	X	
Working knowledge of a range of research methods and an awareness of new innovative methods, including within the data science field		X	X	X	
Excellent analytical skills with the ability to present complex information clearly and in a useable format	X		X	X	
Intermediate/Advanced skills in using Microsoft Office products (Word, Excel, PowerPoint, Outlook) and virtual meeting software.	X		X	X	
Ability to produce clear and concise reports	X		X	X	
Methodical and systematic approach to problem solving	X		X	X	
Ability to identify salient points and trends from research or other information and draws out sound, logical inferences, for example, picks out key messages from dense data sets		X	X	X	
Excellent organisational skills, with the ability to plan workload to meet deadlines, responding quickly and effectively to changes in a fast paced and dynamic environment	X		X	X	
Excellent oral and communication skills, with the ability to give clear information and guidance to a range of stakeholders	X		X	X	
Excellent listening skills and ability to synthesise oral information from colleagues and partners	X		X	X	
Qualification / Education / Training	E	D	A	I	T

A good standard of education, including maths and English at GCSE or equivalent level.	X				
Degree in a relevant subject or equivalent professional experience		X	X	X	

Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values		
Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.		
Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements									
Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details			
Date Evaluation Agreed	Job Family	Level/Grade	JEP Reference
25/7/25		SP22-SP26	JEP618