

## Job Advert: Senior Policy Researcher

The Pensions Policy Institute (PPI) is an educational charity set up for the benefit of the public to promote, on a non-political basis, the study of pensions and other provision for retirement and old age. Its aim is to improve information and understanding through research and policy analysis, discussion and publication. The PPI is now established as a leading pensions research organisation.

The PPI is seeking applications for a **Senior Policy Researcher** to join the team based at King's College London in Holborn. The position would suit someone with previous experience working in social policy or as a researcher particularly in pensions, retirement policy or financial services.

The Senior Researcher will be expected to play a leading role in the management and production of PPI research projects. The role of the Researcher involves researching and drafting PPI publications. The Senior Researcher will be encouraged to generate ideas for new areas of research and to get involved in developing and securing new PPI research projects. The role will include conducting literature reviews and desk-based research, analysing and interpreting data from a policy perspective, developing conclusions from analysis, presenting data and report writing, participating in discussion groups and seminars on pensions policy issues, and contributing to developing the PPI's research agenda and profile.

The PPI enjoys a high profile in the development of pensions policy and has strong networks across the pensions industry. The successful candidate can therefore expect to be involved in influential policy discussions with Government officials, regulators, MPs and industry and consumer representatives as well as with the commissioning organisation/research funders. The successful candidate will need to maintain an independent point of view to fit with the PPI's non-political, fact-based stance. He or she will need to work flexibly and with initiative in a small team.

The closing date for applications is Wednesday 16<sup>th</sup> November 2016. Interviews will be held during the week of 21<sup>st</sup> November 2016. Please indicate your availability when applying. Applicants must be able to demonstrate that they have a legal right to work in the UK. Candidates selected for interview will be asked to supply two pieces of their written work and a written exercise will be included as part of the interview.

If you have any queries or would like to apply for the role please email the following to Maritha Lightbourne, Head of Finance and Operations, Pensions Policy Institute - [info@pensionspolicyinstitute.org.uk](mailto:info@pensionspolicyinstitute.org.uk):-

1. a cover letter with:
  - reference to the skills required for the post (See Job Specification),
  - current salary and notice period; and
2. a CV with the names of 2 referees (who will not be contacted without prior consent)

## Job Specification: Senior Policy Researcher

**Direct Reports:** None

**Reports to:** Head of Policy Research

**Contract Type:** Permanent

**Starting Salary:** £30k - £40k including a minimum 8% employer pension contribution plus benefits

The Senior Researcher will be expected to:

- Play a leading role in the management and production of PPI research projects
- Conduct literature reviews and desk-based research
- Analyse and interpret data from a policy perspective and develop conclusions from analysis
- Draft PPI reports
- Present data and report writing externally
- Participate in discussion groups and seminars on pensions policy issues
- Generate ideas for new areas of research and get involved in developing and securing new PPI research projects if possible/appropriate

**Essential skills required for this post include:**

- A working knowledge of the UK pension system, or the ability to acquire knowledge quickly and / or work experience in social policy research;
- Proven high quality research skills, including desk and internet research and the ability to lead research projects in a pro-active way;
- Proven ability to interpret statistics/ complex data;
- Excellent report-writing and data presentation skills, drafting for public, or non-technical, readers in plain English;
- Good project management, organisational and time management skills;
- Good interpersonal skills and demonstrable team player qualities.
- Experience of presenting research findings in seminars or conferences.