



Policy and Research Officer



January 2025

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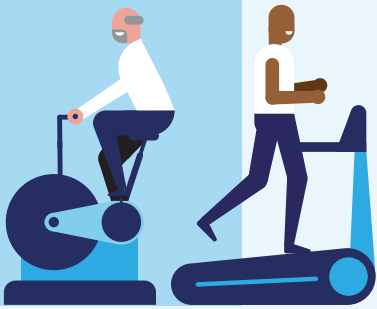
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A selection of
Campbell Tickell reports

Your Application

Thank you very much for your interest in this post. On the following pages, you will find details of the role and the selection process, to assist you in completing and tailoring your application. In order to apply, you should submit:

- An up-to-date CV which shows your full career history – we recommend that this is no longer than two pages;
- A supporting statement explaining why you are interested in this role, demonstrating how you are a good candidate for this post and how you fulfil the person specification – we recommend that this is no longer than two pages;
- The declaration form, which is accessible via the role page on our website and includes space to indicate if you cannot attend any of the interview dates.

Please submit your completed application documents using the online form, which is accessible via our jobs page: www.campbelltickell.com/jobs. You will receive an email confirmation and see an onscreen confirmation message after submitting your application, but if you have any issues, you can call **020 3434 0990**.

Applications must be received by 9am on Tuesday 18th February at 9am.

Do contact me if you would like to have an informal discussion about the role and organisation, or if you have any other questions to help you decide whether to apply.

Kind regards

Gemma Prescott

Gemma Prescott

Director

Gemma.Prescot@campbelltickell.com

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Welcome to Campbell Tickell

Dear Applicant,

Thank you for your interest in the Policy and Research Officer role.

It's an exciting time to join Campbell Tickell: we are a high profile and well-regarded consultancy in a number of sectors, including housing, social care, charities, government and sport and leisure. We are a major player in the fields in which we operate, undertaking a lot of cutting-edge work developing best practice in helping organisations perform better, and helping individuals and communities take more control over their lives.

We have a strong ethical focus, and our values are important to us. The clients we work with include housing associations, councils, care and support providers, sports and leisure organisations, charities, and central government bodies. We operate throughout the UK and Ireland, and increasingly beyond.

As a Policy and Research Officer, you will join a small but hard-working, friendly and supportive team of 4. This role involves working on a range of projects, alongside our Senior Team and Associate Consultants. You will get to deploy and develop a wide range of research skills including designing and carrying out both quantitative and qualitative research, analysing large datasets, producing literature reviews, policy briefings and best practice scans, and supporting on facilitation of focus groups, workshops and interviews.

To be successful in this role, you will be a mixed-methods researcher but have a particular passion for data. You will have experience of using excel to carry out statistical analysis and have experience of using tools to bring your analysis to life with impactful visuals. You will possess strong writing skills, enabling you to effectively extract, comprehend, and communicate key messages from complex documents and datasets. You will also need to enjoy working at pace and on multiple projects at the same time with different members of our Senior Team, each of whom has their own style and area of expertise.

If you are value driven, adaptable, enjoy working with data, and write well this may be the role for you. If you have a keen interest in housing and social policy even better!

We believe that this is a great job, and a real opportunity to develop your experience and future career

prospects in Policy and Research. The social policy world is always changing but with wide-ranging reforms across the welfare, social care, funding, and housing agendas, these are particularly interesting and challenging times for our clients and the communities they serve. We need constantly to interpret the impact of these changes and find sustainable solutions for our clients and this role will play key role in our ability to do so.

Please do read on to find out more about who we are as an organisation, and how you can be a part of our future. We look forward to hearing from you!

Yours sincerely,

Catherine Romney

Catherine Romney
Policy and Research Team Manager





Who Are We?

Campbell Tickell is a management consultancy, based in London, but operating throughout the UK and Ireland. The principal organisations we work with are housing associations, councils, supported housing and social care providers, charities, membership organisations, sports organisations, and central government agencies and departments.

Our services span: strategy and governance; business and financial planning; regulation and troubleshooting; business transformation; asset management and development; mergers and growth; regeneration and stock transfer; customer services; communications and public relations; organisational development, human resources and recruitment. Alongside our central team of around 45 employees, we have a national network of around 120 associate consultants, who work with us on a freelance basis.

We are a well-established practice, now in our twenty-fourth year. Over that time, we have worked with more than 1000 organisations - government departments and agencies, trade bodies, councils, housing associations, care providers, health bodies, sport's governing bodies, leisure trusts, charities, and commercial businesses. We are a recognised 'brand' in the housing and social care sectors in particular.

We have a fantastic first-time success rate in leadership recruitment; a high-quality consultancy offer; repeat and new clients; a strong market share with resources for expansion; and an unrivalled reputation for service quality and value. This adds up to a brand that speaks of reliability, quality, honesty, imagination and verve.



OUR CORE VALUES

Truthful

- Telling it like it is – with tact
- Challenging mediocrity
- Seeking and offering constructive feedback from clients and colleagues

Trusted

- Delivering work to a consistently high standard
- Taking responsibility for our work and for CT
- Taking ownership and putting things right

Courageous

- Doing what's best, not what's easiest
- Embracing challenges
- Growing and developing, and supporting our clients in the same

Creative

- Looking for new and improved ways of doing things
- Bringing energy to our work
- Proactively solving problems

Collaborative

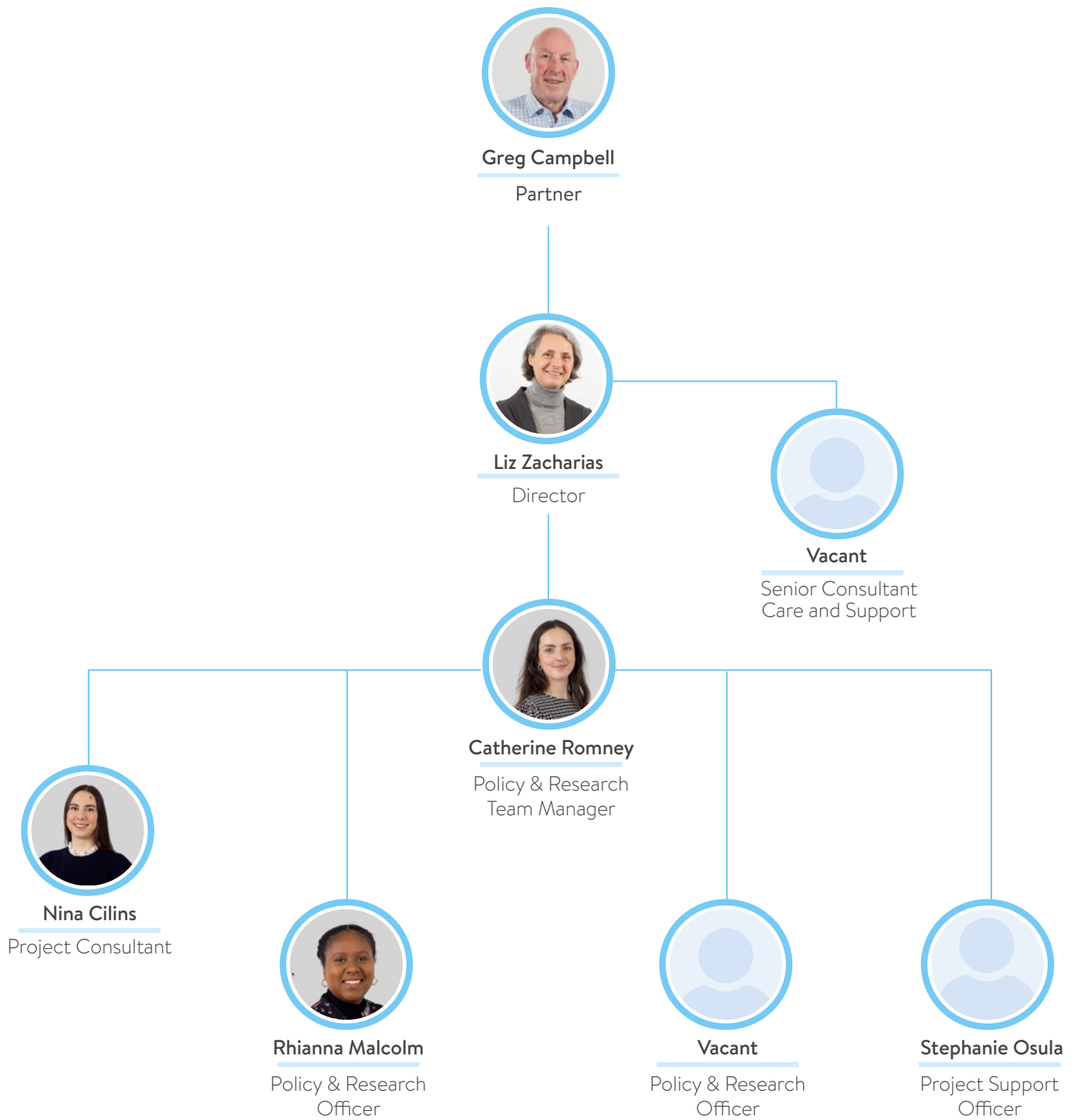
- Supporting our clients and each other
- Communicating effectively with active listening
- Sharing information and learning

We are not simply in this business to make money. Yes, we are a commercial operation, but we care about the quality and standards we deliver; we are an ethical organisation who wants to make a difference and aims to add value.





Structure Chart



Role profile

Reports to: Policy and Research Team Manager

Purpose of the role

To provide policy, research and consultancy support services, in particular to the Senior Consultants, Directors and Partners.

Key tasks

1. Policy & Research:

- 1.1. To contribute to the design and carrying out of research and consultancy projects in collaboration with project leaders.
- 1.2. Design, collect, collate, analyse and present research data using a variety of means and sources, including:
 - Using databases and relevant data sets [such as H-CLIC, ONS, Regulatory returns] and/or client data using statistical and predictive analysis;
 - Surveys;
 - Secondary research;
 - Interviews, workshops and focus groups – these may be in person or online;
 - Internet-based research;
 - Carrying out best practice scans and benchmarking;
 - Using creative approaches to present back your findings in a succinct, meaningful, and insightful way.

1.3. Work in line with a brief and with regard to the amount of time planned for a particular activity.

1.4. Horizon scan and keep well informed of developments in the housing, supported housing, social care, charity and not-for-profit sectors, and apply this knowledge to project work, e.g., producing briefing notes to communicate policy changes and/or good practice across the sectors in which CT works, conduct literature reviews and best practice searches.

1.5. Together with your line manager and your team, develop and maintain a range of databases relevant to the company's operations.

2. Project Delivery / Support

Assisting with delivery of specific projects including:

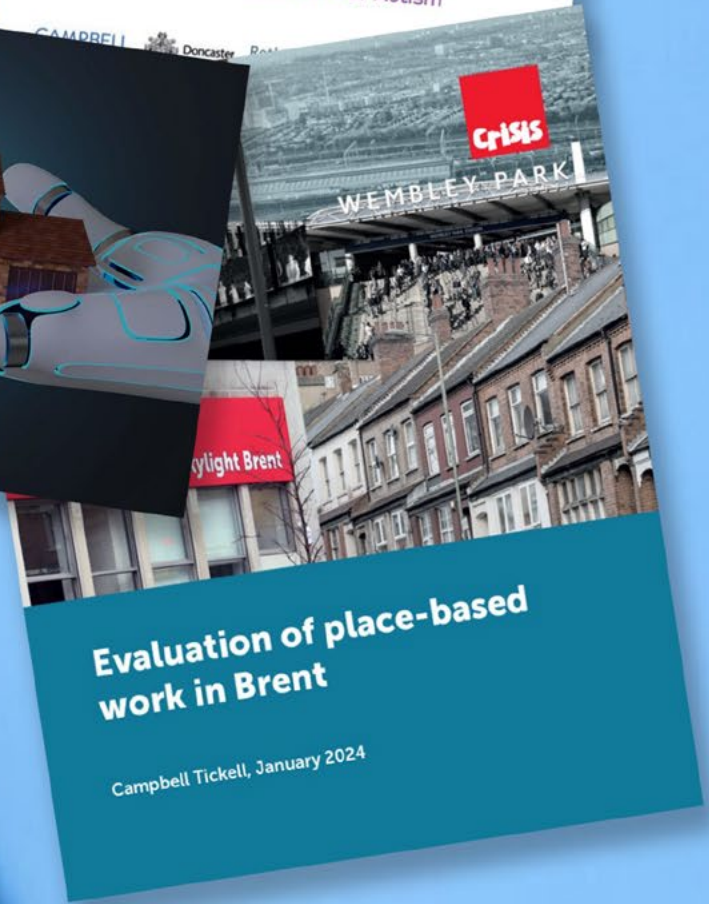
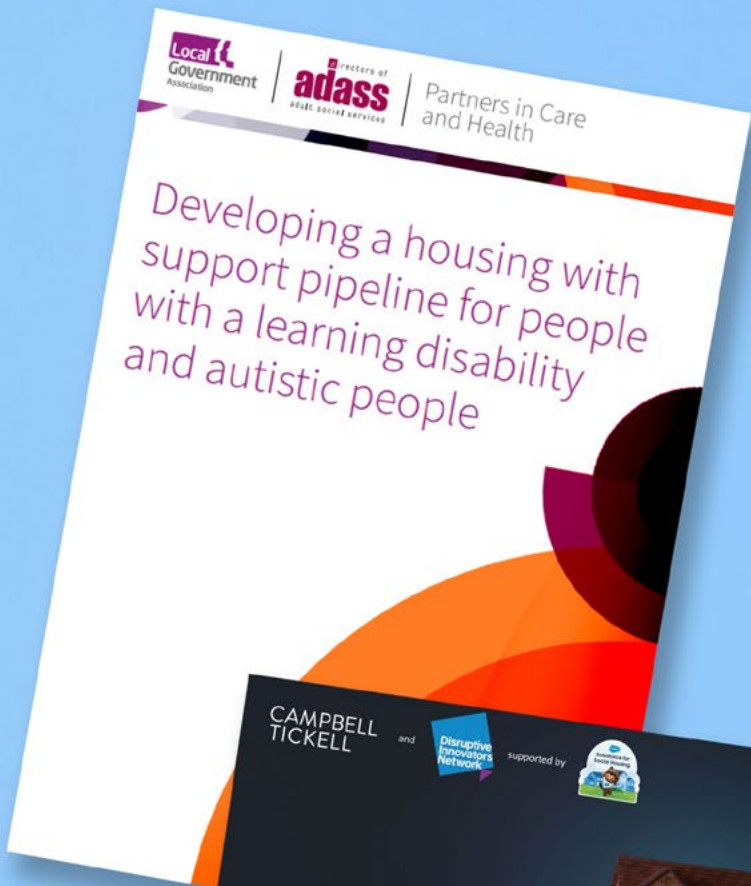
- 2.1. Acting as a point of liaison with relevant project teams and with clients as required and maintain excellent external relationships.
- 2.2. Contribute actively in project teams to the development and maintenance of project plans and schedules.
- 2.3. Develop and maintain accurate records relevant to research and consultancy projects.

2.4. Assist in the preparation of written reports and presentations during consultancy projects and in some cases deliver presentations to a range of different audiences.

2.5. Undertake other consultancy project support tasks as required.

3. Other appropriate tasks

- 3.1. Represent Campbell Tickell when required at local, regional, and national events and conferences online and in person, and assist other colleagues with CT events online and in person.
- 3.2. Contribute to drafting of proposals and tenders for new projects and attend interviews when required.
- 3.3. Undertake administrative and project support tasks as required.
- 3.4. Carry out evening and weekend work as required (note that this is on an exception basis).
- 3.5. Carry out any other appropriate tasks as required by the Partners, and other members of the Senior Team and other staff.
- 3.6. Undertake all work in accordance with the company's Equality and Diversity Policy, Health and Safety Policy and Procedures, GDPR and data protection policies, and other relevant policies and procedures.



Person Specification

Attribute	Essential Criteria	Desirable Criteria
Academic qualifications, knowledge, and experience	<ul style="list-style-type: none"> - Experience in using excel and Power BI for data analysis and working with a variety of data sets and data analysis tools - Experience in handling numerical/financial data sets and using excel - Good first degree (or equivalent) in housing/social policy or a related discipline - Experience of working in similar research and/or project support role - Proven experience of quantitative and qualitative research methods - Experience in analysing and summarising documents 	<ul style="list-style-type: none"> - Experience of research-related activity, e.g., interviewing, survey methods, questionnaire design, internet research, data analysis - Experience of the social housing or charity sector through voluntary or paid work
Personal Behaviour & Style	<ul style="list-style-type: none"> - Flexible, positive, attitude and willingness to adapt to changing demands - Thorough and methodical in research activities with an eye for detail - Ability to work collaboratively with colleagues and associates - Commitment to operate within the company's policy frameworks - Understanding of and commitment to the requirements for strict confidentiality - Willingness to undertake administrative tasks as required - Confident in taking the initiative - Commitment to the principles of equality, diversity and inclusion 	<ul style="list-style-type: none"> - Willingness to develop experience and try new things - Enjoys 'managing up', i.e. anticipating what may assist the work of senior colleagues and being proactive in making suggestions - Commitment to the values of the public and non-profit sectors - Enjoys hybrid working, with a minimum of working from the office two days a week.



Attribute	Essential Criteria	Desirable Criteria
Skills & Abilities	<ul style="list-style-type: none"> - Solid planning and organising skills - Ability to work with people from a range of backgrounds - Adept in MS Office applications, in particular, Excel, Power BI, Word and PowerPoint - Excellent numerical, verbal and written communication skills, with close attention to detail - Ability to simultaneously work on a range of projects - Ability to communicate professionally with a diverse range of contacts - Ability to prioritise and work effectively to deadlines while maintaining quality control - Ability to work unsupervised and to ask for help and guidance when needed - Ability to learn quickly and assimilate large amounts of new information, critically evaluating key messages - Experience of using Zoom and MS Teams or other videoconferencing platforms 	<ul style="list-style-type: none"> - Ability to design clear and attractive documents - Ability to make presentations to varied audiences



Key terms and conditions

The role

Policy Officer and Research

Work location

Our office location is in Clerkenwell, London (nearest stations Farringdon and Chancery Lane).

Under our hybrid working policy, you will be expected to work from our office location part of the time (normally two days per week). The remaining time you will be expected to work remotely, and we will provide the equipment needed to enable you to do that and access our systems.

Travel may occasionally also be required to any other offices of the company or clients' offices, meeting locations, conference venues etc. and other locations.

Reasonable travel and associated costs will be met for travel between offices and other necessary locations. We will not reimburse travel from home to our work location once this is secured.

Salary

Basic starting salary from £27.5k to £32k p.a. depending on experience.

Following successful completion of your probation (see below), you will be eligible for a bonus of up to 10% of basic salary per year. This is subject to (a) company financial

performance, and (b) your individual performance, and bonus is not guaranteed. Note that it is not consolidated into your basic pay. The bonus is assessed and paid on a six-monthly basis, i.e. two payments of up to 5% of basic salary.

Salaries are reviewed annually with effect from 1st April. No increase is guaranteed.

Hours of work

The basic working week is 35 hours.

Where additional work is required above the basic working hours in any month, overtime may be payable at an agreed rate, or time off in lieu may be taken on dates agreed with the Partners and your line manager.

The basic annual leave entitlement is 25 working days (in addition to public holidays) for full-time working. This increases by one day per year, on the anniversary of your first day of employment, up to a maximum of 30 working days.

Pension and other benefits

The company offers a salary exchange pension scheme, with an employer contribution that matches employee contributions up to 5%.

The company offers health insurance for employees that have successfully completed their

probation. This is available for employees and their dependents, and the company meets the cost of the premiums, though it is classed as a taxable benefit.

The company offers a death in service insurance, set at the equivalent of two years' salary.

Probationary period

The probationary period is six months, with probationary interviews at three and six months. In the event of the postholder's performance being judged as satisfactory, their employment could be confirmed at an earlier point.

In the event of performance not achieving a satisfactory standard, the probationary period may be extended for a further period, or the position may be terminated.

No smoking

A no smoking policy will operate in the office.

Notice period

During the probationary period, the notice period on either side is one week.

After successful completion of the probationary period, there will be two months' notice on either side.

Please note that an offer of employment will be subject to satisfactory references and ability to work effectively from home.

Key dates and the selection process

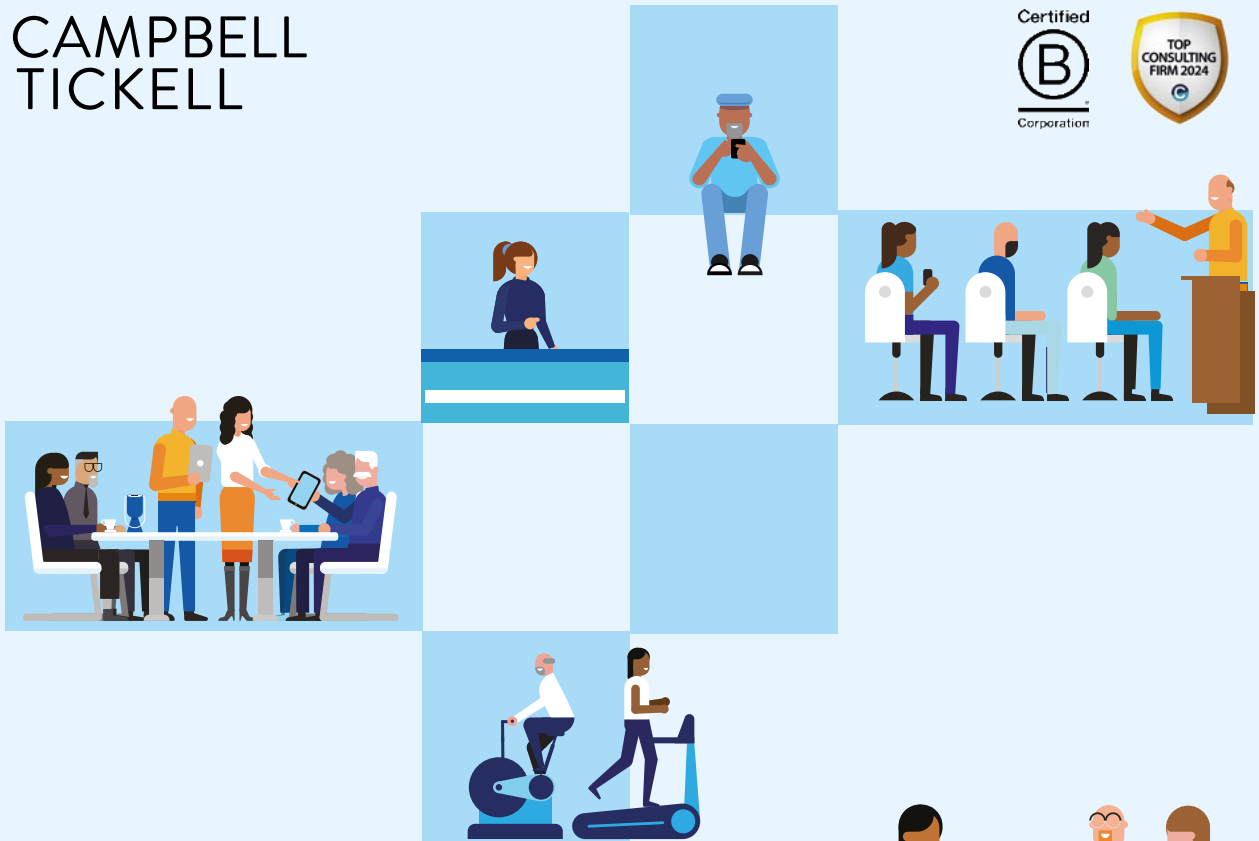
Closing date: Tuesday 18th February 2025 at 9am. We will contact all applicants after the closing date to advise on the outcome of your application.

Interviews: Thursday 27th February 2025. Shortlisted candidates will be invited to an interview and asked to complete an online assessment,

likely during the week commencing **17th February 2025.**

Interviews will be held at our offices in Farringdon.

CAMPBELL TICKELL



POLICY AND RESEARCH OFFICER

£27.5k - £32k pa | potential bonus up to 10%
Central London office/hybrid working

Campbell Tickell is a management and recruitment consultancy, operating across the country with a focus on housing, social care, sports and leisure, and charities. Our busy and friendly consultancy team needs a well organised researcher with a strong grasp of data analysis and excellent written skills.

This role involves working on a range of projects – you could be asked to carry out mini-research projects, work with large data sets, analyse online surveys, review performance data for trends, carry out field work and develop case studies of our work.

The outputs you produce will need to be presented in an informative and succinct way with consideration of the target audience.

You'll be a quick learner and good team worker, confident in MS Excel to an advanced level and have experience of using Power BI, as well as a good grasp of Word and PowerPoint. You will be able to produce reliable work to deadlines whilst juggling different projects. This role would suit someone who has experience of research in a post-graduate or professional setting, with an interest in a career analysing



data in social policy, government and third sector.

In return, we offer a supportive, engaging and collaborative working environment, the chance to tackle a wide variety of responsibilities, and develop your career in a team where your work is valued.

To arrange a further discussion about this role, please contact

Neelam Kukadia on **07944810139** or **Neelam.Kukadia@campbelltickell.com**

Closing date: Tuesday 18th February 2025 at 9am.

CAMPBELL TICKELL

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