

## **Job opportunity: Research Consultant (part-time or full-time), initial 12 month contract**

We are looking for a dynamic, highly motivated individual to join the [Apteligen](#) team as a Research Consultant. You will work on a wide variety of research and evaluation projects for public sector and charitable organisations, and be involved in planning and conducting a range of qualitative and quantitative research tasks, including liaising with our clients and other project staff.

### **About Apteligen**

At Apteligen we are excited by data and evidence. Established in 2010, we specialise in helping organisations gather, analyse and use all types of data and information in new ways, so that they can make sustainable improvements in everything they do. Often for some of the most vulnerable people and communities in today's society.

We push boundaries, build capacity, create new insights, and transform ways of working. But most of all we are pragmatic and we work in genuine partnership with our clients.

### **About the job**

Research Consultant, at least 20 hours per week. Home-based with a requirement to travel to the company's office in Watford (Hertfordshire) typically one full day a month, and occasionally to locations across the UK as needed for individual projects.

12 month contract (subject to a probation period of 2 months) with the potential for a permanent contract. We are open to considering a secondment arrangement.

**Salary:** £30,000 - £40,000 (pro-rata) depending on experience.

### **Overall purpose:**

To contribute to the successful delivery of a range of research and consultancy projects, and to work with the Directors and company associates as required to deliver high quality and timely outputs for Apteligen's clients.

### **Main duties and responsibilities:**

- To undertake a wide range of research consultancy tasks across Apteligen's portfolio of projects, aimed at helping the company's clients to solve management problems, improve their efficiency and effectiveness, and manage changes to the way they work.
- To undertake qualitative and quantitative research activities, including fieldwork, on a range of public policy and social research projects, using appropriate methods and/or techniques under the direction and guidance of the project manager.
- To extract and analyse information from a range of different sources, including from interviews or discussions with professionals and service users / customers, stakeholder workshops, primary and secondary datasets, and relevant strategy and policy documents.
- To advise the company's clients on improving their data collection techniques and implementing process and system changes, by developing appropriate recommendations in line with robust evidence and analytical outputs.
- To draft high quality presentations, reports and other outputs as required, using both written and visual content.

- To liaise with company associates, clients, and other project staff to carry-out project activities, and to attend and contribute to company, project and client meetings as required.
- To represent the company at a range of external project meetings, presentations, and other events as required.
- To provide administrative support to the Directors, including updating and maintaining project plans, producing and updating marketing materials, preparing letters and emails, arranging meetings, and supporting the development of new business proposals.
- To ensure that responsibilities identified within internal processes such as Health and Safety, Quality Assurance and Confidentiality are met.
- To keep appropriate records of all work undertaken and to comply with the company's security and data protection guidelines.

Those who bring more relevant experience to the role may also:

- Take responsibility for managing individual projects and managing existing client relationships.
- Identify and develop new client relationships and commercial opportunities.
- Contribute to Apteligen's wider brand recognition and visibility within the company's business sectors through promotional work and networking.

### **The skills and experience you will need**

While there are some important skills and relevant experience needed for this role (set out below), we are flexible in what we are looking for and our priority is for the post holder to demonstrate a passion for data and evidence, and to be committed to the company's values of integrity and excellence in everything we do.

#### **Qualifications and experience**

**Essential:** Some previous consultancy or research experience in a public policy or social research discipline / setting, including one or more of the following: health and wellbeing, community development, arts and culture, heritage, children and young people, or especially vulnerable groups / communities.

It will also be **desirable** if you have:

- A post-graduate degree or qualification in a relevant discipline
- Experience of working directly with senior professionals in the public sector
- Experience of measurement and evaluation techniques

#### **Skills & Knowledge**

##### **Essential:**

- Excellent interpersonal and communication skills
- A high level of numeracy and IT skills (including MS Excel)
- Proven problem solving and analytical skills
- An ability to synthesise data and evidence from a range of sources
- Integrity and an ability to inspire confidence in others

It will also be **desirable** if you have:

- Experience of writing to publication standard
- Experience of presenting to large audiences
- Previous experience of quantitative modelling and / or analysis
- Previous experience of qualitative data analysis, including using Nvivo or MaxQDA software

### **What you will get from us**

We are looking for someone who can demonstrate a commitment to producing high quality and timely outputs, is flexible and adaptable with a positive approach to change, and shows creativity and an ability to work independently. You will also be passionate about data and evidence, and be committed to a better, more equitable and sustainable society.

In return, we can offer you **a unique opportunity to:**

- Work with a dynamic and varied group of professionals, covering a range of research and consultancy disciplines, including: social policy, health and social care, the community and voluntary sector, and local government
- Develop your consultancy, research and analytical skills, across a number of topics directly relevant to society and the way we live our lives
- Gain exposure to senior leaders and decision makers in a range of different organisations
- Be actively involved in decision making about the company's future business development
- Further develop your report writing, presentation and communication skills
- Access coaching and mentoring support
- Build your professional network and enhance your future career opportunities
- Make a real difference to people's lives through the work you do
- Be flexible in terms of the hours you work

### **Additional notes**

This post is available on either a part-time (at least 20 hours per week) or full-time basis, for an initial term of 12 months (subject to a successful 2 month probation period). Depending on individual and company performance, there may be an option to move to a permanent contract.

The working pattern will be agreed with the successful candidate but must be worked over a minimum of 3 days each week. Time in lieu will be available when additional time is required to be worked within a given week to meet project deadlines.

The role will be largely home based, with a requirement to attend the company office in Watford once a month to review and plan work commitments, and occasional travel across the UK for client meetings, workshops and events. You will need to provide your own internet connection at home.

Depending upon the specific portfolio of projects, the successful candidate may be required to undergo a DBS check. You must have the right to live and work in the UK.

**How to apply**

Please send a short CV with a covering email to [jobs@apteligen.co.uk](mailto:jobs@apteligen.co.uk).

You should tell us why you are interested in this role, the working hours you would be open to considering, and the skills, experience and personal attributes you would bring. We would also be interested in seeing any examples you can provide which showcase your previous work and achievements relevant to this role.

If you would like an informal conversation about the role then connect with [John](#) or [Sam](#) on LinkedIn. Or contact us via our [website](#).

You can read more about our work [here](#).