



Dear Applicant,

Re: Recruitment process at ippr

Thank you for requesting the application pack for the post of **Research Assistant – International Climate Change**.

This pack contains all the relevant information you will need to successfully complete the application form:

- Job description and person specification
- Terms and conditions
- Application form (sent as a separate attachment)
- Equal opportunities monitoring form (sent as a separate attachment)
- Recruitment and selection process at ippr – guidance notes for completing the form
- Information sheet for job applicants
- ippr's organisation chart

When applying, please note that personal details and equal opportunities monitoring data will be removed. The recruiting panel will see only your education and career history, and personal statement.

Closing date for the receipt of completed applications is 5pm 13th July 2009.

Please note that due to our recruitment practices we cannot accept CVs, or applications received after the deadline.

Due to the large number of applications we usually receive, it is not possible to write to you should you not be shortlisted. If you have not heard from us within three weeks of the closing date, please assume that your application has not been successful on this occasion.

If you have any difficulty in filling out the application form, or have any queries regarding your application, please contact ippr's recruitment department on 0207 470 6100.

In the meantime, we wish you every success with your application and thank you for your interest in ippr.

Please send your completed application form to: recruitment@ippr.org or by post to: Recruitment, ippr, 30–32 Southampton Street, London WC2E 7RA

Job description

Job title:	Research Assistant
Salary:	£22,098 per annum plus benefits
Responsible to:	Senior Research Fellow
Contract:	6 Month Fixed Term Contract
Start date:	ASAP

Key responsibilities

- Conducting relevant project research and relating it to practical policy Implementation
- Providing financial and administrative support for ippr's Global Climate Network; including maintaining and monitoring records, processing foreign transfers and dealing with correspondence.
- Assisting with project development work, fundraising and maintaining relationships with existing funders
- Drafting and editing policy documents and literature reviews
- Relating successfully to people in the Global Climate Network member institutes and in the worlds of politics, business and academia and colleagues within ippr
- Working on your own initiative and fitting into a team of extremely committed and able people
- Establishing a network of relevant contacts
- Organising events in line with the project work programme, including international events in other countries
- Being an active member of ippr's Research Development Group (an internal peer led support, development and knowledge management group) and participating in Researchers' meetings.
- Contributing to the intellectual capital of ippr.

Person specification

Skills and experience

Essential:

- A high level degree or equivalent research experience
- Proven skills in research and research methodology
- An understanding of government and the policy making process
- Knowledge of climate change policy issues, especially at the international level
- Excellent writing skills: ability to write in a variety of ways such as short, succinct pieces for press and website, as well as detailed research material
- Excellent verbal communication skills: ability to present research and give presentations
- Excellent interpersonal skills and the ability to relate confidently and positively with a range of people both internally and externally of ippr
- Ability to work independently, with conflicting demands, in a high pressured environment
- Outstanding administrative abilities, including organising events, such as seminars and conferences
- Working knowledge of Microsoft Office and internet search engines
- Commitment to the values and ethos of ippr

Desirable:

- Experience of working with a range of organisations in different countries and with different, sometimes conflicting, perspectives and priorities
- Experience of editing web copy and updating websites.

Terms and conditions

ippr's structures reflect informal and flexible ways of working that are responsive to changes in staff and priorities.

Post

Research Assistant

Salary

£22,098 per annum inclusive of inner London weighting plus benefits

Location

Our offices are currently based in Covent Garden, London WC2. We reserve the right to move your base within the Central London area (within a 10 mile radius of Charing Cross) in the event of the organisation relocating to new offices.

Working hours

This post is 37.5 hours a week between the hours of 8.45am and 6.00pm, including one hour for lunch. Exact timings can be individually negotiated with your line manager. Due to the nature of this post you will sometimes be expected to work outside these hours, occasionally in the evenings with due notice (care will be taken to provide notice, and support will be given, for example in the case of childcare). Overtime is not paid, and we do not operate a time-off-in-lieu (TOIL) policy, but we do embrace flexible working practices and endeavor to accommodate requests for flexible working where possible.

Probation period

All appointments are subject to a six-month probationary period.

Notice period

You are required to give 2 weeks notice.

Annual Leave

Annual Leave @ 25 days per annum pro rata + statutory holiday and Christmas break: offices are closed on 25th December and re-open on 2nd January (this does not come from the 25 days annual leave entitlement).

Union

ippr has a recognition agreement with the Transport & General Workers Union and staff are encouraged to join (the decision to join is at the full discretion and personal choice of all members of staff and will not affect any aspect of your employment).

Smoking policy

Smoking in ippr offices is not permitted.

Employee assistance programme

ippr recognises that there may be times during an employee's career when they need to adjust their normal working arrangements to accommodate major issues in their lives, such as child care, caring for dependants, disability or ill health, studying or other personal circumstances. This programme has been developed to assist employees during these times and also to offer financial assistance for season tickets, relevant studies and in the case of financial difficulties.

These benefits are intended to help employees during times of genuine need, and management reserves the right to refuse a request where it is not considered to be in line with the intentions of the assistance programme.

The management at ippr reserve the right to monitor uptake of these benefits if anyone is found to be misusing them. Disciplinary proceedings may ensue in such cases.

Assistance	ippr entitlement
Flexible working	The right to request flexible working arrangements, such as part time and home working, is open to all staff.
Paternity leave	2 weeks full pay for all fathers (after qualifying period). 2 weeks statutory pay for all fathers not eligible by law.
Study leave	10 days paid leave for full time staff (pro-rata for part-time staff) who are undertaking further studies relevant to their role at ippr. (ippr cannot contribute towards fees for studying.)
Voluntary leave	5 days paid leave for voluntary duties (pro-rata for part-time staff) after 1 year qualifying period
Parental leave	Up to 13 weeks unpaid leave to a maximum of 4 weeks per year (pro rata for part-time staff) to spend with children under the age of 6, or in the case of disabled children until the age of 18.
Maternity leave	6 months full pay including statutory maternity pay (after qualifying period).
Adoption leave	6 months full pay including statutory adoption pay (after qualifying period).
Childcare vouchers	The scheme allows all parents or carers to receive a proportion of their salary in vouchers, which are exempt from tax and National Insurance. The vouchers can be used in a variety of places including nursery, after school clubs and holiday play schemes. An additional benefit of joining this scheme is access to a confidential advice and support line on parenting issues.
Childcare expenses	ippr will provide an allowance for childcare at the discretion of the Director to members of staff who are required to attend business meetings outside of their normal working hours and who are unable to arrange alternative cost-free childcare.
Disability-related leave	A jointly agreed number of days per year for disability-related absences.
Pension	ippr is committed to assisting staff to make adequate provision for retirement and operates a Friends Provident Stakeholder pension. ippr will match an employee's contribution up to 5% of gross annual salary.

The recruitment process at ippr

Please read the following carefully before completing your application form.

1. Selecting the best person for the job

As part of ippr's commitment to equal opportunities and diversity, all candidates are treated in exactly the same way throughout all aspects of the recruitment process.

It is vital that you take care in completing the application form as fully as possible. The information in it will guide us in considering whether you have the right skills and/or experience for the job. A CV will not be considered.

We cannot make assumptions about your experience or skills – please provide examples.

2. Job description and person specification

The **job description** describes the duties of the job. It sets out the range of responsibilities and tasks.

The **person specification** describes the person we are looking for by outlining the abilities, skills and experience needed to do the job. We will be looking at your application form to see the extent to which you have the relevant skills and experience and thus how you fit the person specification.

You need to consider:

- **is the job description one you are interested in?**
- **do you think you have the skills and experience to apply for the vacancy?**
- **can you *demonstrate* that you have the necessary skills and experience?**

3. The application form

Personal details

Make sure that your contact details are clearly displayed. If you move house between sending in your form and being interviewed, please let us know as soon as possible.

All personal details will be removed prior to the selection process.

Education and training

Give a list of formal and informal training. Formal training is training that is certified, e.g. a degree. Sometimes we ask for specific qualifications. You may need to provide information so that we can assess whether you meet the qualification requirements, e.g. relevant qualification for accountancy or research.

Present and previous employment

Starting with your current or last employer, list all the employers you have worked for. Provide the job title and the period you worked for them. Briefly describe the main duties of the post.

This information may be used to assess whether you meet the experience required for the vacancy. Check that the dates are correct and in order (please account for gaps in employment).

Personal statement

This is the most important part of the form. You have to make a case here for selection. Do not repeat your career history; use only the relevant parts, drawing out the skills you have developed.

It is usually a good idea to use extracts from the person specification as headings and answer them as questions. However, do not just repeat what we are asking for. You have to demonstrate how your experience matches the criteria.

In considering your experience, remember all your previous work and draw on this to demonstrate that you have the necessary skills.

Do not forget other relevant experience outside work that may contribute to meeting the person specification, such as community, voluntary, leisure and other interests. Describe any relevant skills this experience has helped you develop.

Remember, it is your skills and abilities relevant to this job that we are looking for. You do not have to write several pages in support of your application, but rather focus on ensuring you meet the essential criteria in the person specification.

Legal and organisational requirements when filling in the application form

Rehabilitation of Offenders Act 1974: You should not sign the application form without being clear about what you have to reveal about yourself. For instance, you do not need to disclose convictions that would be deemed as being spent under the Rehabilitation of Offenders Act 1974, or cautions, reprimands and final warnings that are over five years old, unless they are exempt from the Act. If you are not sure about what declarations to make, you should ring the Human Resources Officer at ippr, who will give you confidential information about declarations (see application form).

Referees: At least one referee must be known to you in a work capacity, and should be given by the person who line managed you. If this is not possible you should clearly explain the relationship and the reason for giving another person as a referee.

4. The interview

All shortlisted candidates will be contacted by telephone, and the interview confirmed by letter or email. You will be informed of the time, location, and contact for the interview, as well as notice of any test or exercise you may be asked to do at the interview.

The recruitment and selection panel will be comprised of a minimum of three people, and will normally include the relevant line manager of the post. We will always try to ensure gender balance in the composition of the recruiting panel.

Applicants will be asked questions relating to the job description, person specification and application, and the panel will take notes during the course of the interview. This is part of the procedure to ensure that all applicants are treated equally, and to help us to make the right decision.

In preparation for the interview, take the opportunity to read through the job description, application form, and any other literature sent as part of the information pack, and be prepared to talk about your experience, giving examples that illustrate your ability to do particular parts of the job.

If you have any special requirements that would allow you to participate more fully in the interview, let Human Resources know when you are invited to interview.

Feedback

All unsuccessful candidates who have attended an interview will be contacted by telephone and will be offered constructive feedback; this can be useful for helping you in future interviews. Feedback should be a two-way process. It is important to use the information given to you positively. If possible, you should also give feedback on how the process felt for you.

ippr information sheet for job applicants: Asylum and Immigration Act 2006

The Asylum and Immigration Act 2006 makes it a criminal offence to employ a person who is not entitled to work in the UK. In order to comply with this, ippr is obliged to ask **all prospective employees** to produce appropriate documentation listed in the Home Office regulations before we can make any offer to employment, including part-time, temporary, sessional or casual appointments.

In doing so, we emphasise that we do not discriminate against any applicant on the grounds of their race, nationality or ethnic origin and we will continue to uphold equal opportunities in recruitment and selection in line with the Race Relations Act 1976.

This is why we are informing all potential job applicants of this requirement right at the start of the recruitment process. We feel it is fair to alert all potential job applicants to this situation as soon as possible so that anyone who needs a document can make arrangements to get one well in advance.

To verify a job applicant's right to work in the UK, the employer is required to see, and keep a copy of either one document, or two documents in defined combinations, from either list A or list B.

List A documents are those that indicate that the holder is entitled to live and work in the UK indefinitely. List B documents indicate that the holder has restrictions on his or her right to work in the UK, usually in relation to the length of time he or she may continue to work legally.

Documents that are acceptable on their own from List A include:

- UK passports;
- European Economic Area (EEA) passports;
- EEA national identity cards;
- UK residence permits;
- a passport or other travel document endorsed to show that the holder is exempt from immigration control and is allowed to stay in the UK indefinitely; and
- a Biometric Immigration Document issued by the UK Border Agency indicating that the holder is allowed to stay in the UK indefinitely.

Documents that are acceptable in defined combinations from list A include an official document bearing the individual's name and permanent national insurance number, plus:

- a full birth certificate issued in the UK that specifies the name of at least one of the holder's parents; or
- a full adoption certificate issued in the UK that specifies the name of at least one of the holder's adoptive parents.

Documents that are acceptable on their own from List B include:

- a passport or other travel document endorsed to show that the holder is allowed to stay in the UK (for a limited period) and is allowed to do the type of work in question, provided that it does not require a work permit; and
- a Biometric Immigration Document issued by the UK Border Agency indicating that the holder is allowed to stay in the UK (but not indefinitely).

Documents that are acceptable in defined combinations from list B include:

- a work permit or other approval to take employment, issued by the Home Office or the UK Border Agency, plus:

- a passport that confirms that the applicant has permission to enter or remain in the UK and take the employment in question; or
- a letter from the Home Office confirming that the applicant has permission to enter or remain in the UK and take the employment in question; and
- certain other documents when produced in combination with an official document giving the person's name and permanent national insurance number.

Whatever document you produce, it should relate to you personally. A document that relates to your spouse, next of kin, guardian or any other person would *not* be acceptable under the Act.

You will need to produce a document on your first day at work. We will not be able to confirm employment until this documentation has been produced. You must produce an original document – photocopies are not acceptable under the Act.

If you have any further queries about these provisions, please do not hesitate to ask.

About ippr

What is ippr?

ippr is the UK's leading progressive think tank. The Chair of Trustees is John Makinson and our Co-Directors are Carey Oppenheim and Lisa Harker. We play a vital role in maintaining the momentum of progressive thought, through our well-researched and clearly argued policy analysis, reports and publications, our strong networks in government, academia and the corporate and voluntary sectors and our high media profile.

ippr was founded by Lord Hollick, who developed the idea for an independent progressive think tank in 1986. With Lord Eatwell, Clive Hollick worked for two years setting up the charity. ippr was publicly launched in 1988 with Tessa Blackstone as its first chair and James Cornford as its first director.

Since its inception, ippr has built up a well-deserved reputation for generating new and imaginative ideas. Our aim is to continue to be a force for change by delivering far-reaching and realistic policy solutions that we hope will produce a fairer, more inclusive and more environmentally sustainable world.

As an independent charity, we are completely funded by donations from individuals, companies and public, voluntary and trade union organisations. The latest research initiatives at ippr are detailed on our website.

What does ippr do?

ippr carries out research within projects that fit into wider research programmes. Wherever possible, our projects cut across traditional boundaries, addressing problems from a different perspective in order to generate innovative policy ideas.

We publish an impressive and comprehensive range of books and web reports covering almost all aspects of public policy at local, national and global level. And we have a busy programme of events, which regularly feature leading political figures and world-class thinkers as speakers.

ippr research areas:

Assets and Wealth	Children and Families
Climate Change and Environment	Crime and Justice
Democracy, Power and Citizenship	Economy and Business
Education	Health and Social Care
Housing	International, Security and Human Rights
Media, Culture and Sport	Migration and Integration
Political Ideas	Transport
Welfare and Poverty	

How to contact us

ippr, 30–32 Southampton Street, London WC2E 7RA, United Kingdom

Tel: 020 7470 6100 Fax: 020 7470 6111 Email: info@ippr.org Website: www.ippr.org

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