



Dear Applicant,

**Re: Recruitment process at IPPR**

Thank you for requesting the application pack for the post of Researcher.

**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 & 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

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 9am Monday 9 January 2017.**

**Interviews will be held on Friday 20 January 2017.**

**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: [applications@ippr.org](mailto:applications@ippr.org) or by post to: Recruitment, IPPR, 4<sup>th</sup> Floor, 14 Buckingham Street, London WC2N 6DF. Quoting REF: R/JAN**

**In order to complete your application please also complete IPPR's [equal opportunities monitoring form](#)**

## **Job description**

<b>Job title:</b>	Researcher
<b>Salary:</b>	£25,695 per annum pro rata plus benefits
<b>Responsible to:</b>	Senior Research Fellow
<b>Contract:</b>	6 month Fixed Term Contract
<b>Start date:</b>	ASAP

### ***Research & Policy***

- Conducting relevant project research and relating it to practical policy implementation
- Drafting and editing research and policy documents and literature reviews
- Assisting senior staff in developing projects

### ***Administration & Project Management***

- Providing high level project and administrative support to senior research staff.
- Undertaking research administration (e.g. coordinating meetings/surveys/focus groups/travel), administrative support for funding bids/proposals, and budget and financial management (e.g. set up and maintain appropriate electronic/hard copy records)
- Organising events in line with project work

### ***Profile & External Relationships***

- Relating productively to people in the worlds of politics, business and academia and colleagues within IPPR
- Developing an initial network of relevant contacts and maintaining relationships with existing funders, and assisting senior staff with fundraising where appropriate
- Assisting with the dissemination of IPPR's work; organising and facilitating events and conferences; and writing external communications such as project updates, newsletters, articles and blog pieces, press releases and website content.

### ***Corporate Role and Internal Relationships***

- Being an active member of IPPR's research groups and participating in staff and researchers' meetings.
- Working on your own initiative to contribute to committed teams and wider organisational forums
- Contributing to the intellectual capital of IPPR

# Person specification

## Skills and experience

### Essential:

- A graduate level qualification in economics or related field or equivalent training and work experience
- A good knowledge and understanding of employment and skills related policy issues with the ability to link analysis with current policy debates
- An understanding of politics, government and the public policy making process
- Proven skills and experience in research and research methodology, with good quantitative research skills
- Excellent writing skills; ability to write in a variety of ways (e.g. short, succinct pieces for press and website, as well as detailed research reports)
- 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
- Excellent and demonstrable organisational and administrative skills
- Ability to organise 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 using quantitative / econometric methods, including a general-purpose statistical software packages such as Stata or SPSS
- Experience of analysing large social science datasets, such as the Family Resources Survey or the Labour Force Survey, and knowledge of social science data resources

## **Terms and conditions**

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

### **Post**

Researcher

### **Salary**

£25,695 per annum pro rata plus benefits

### **Location**

Our London office is currently based near Embankment, 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**

25 days per annum plus UK bank holidays (pro rata for part time employees), in addition IPPR offices close for 5 days over the Christmas period. You will be given 3 of these days as additional leave, and the remaining 2 days will be deducted from your annual leave entitlement. Staff can carry over 5 days (pro rata for part time employees) into the following annual leave year.

### **Union**

IPPR has a recognition agreement with Unite 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 Benefits and Assistance

IPPR appreciates the invaluable contribution made by all employees and wishes to encourage and reward loyalty, motivation and experience. We therefore offer a range of benefits and policies which aim to assist employees during various stages of their lives and careers.

IPPR also considers it extremely important to promote a good work life balance to employees and 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. We make every attempt to accommodate such needs and as well as offering a range of financial benefits, we also offer generous leave and assistance policies. In many cases IPPR is proud to offer its employees significantly enhanced statutory leave and pay entitlements.

The management at IPPR reserve the right to monitor the uptake of these benefits and refuse any requests it considers inappropriate. If anyone is found to be misusing the benefits or not adhering to the relevant IPPR policies, disciplinary proceedings may be triggered.

Benefits	IPPR entitlement and eligibility
<b>Financial</b>	
<p>Pension</p> <p>Interest free loan</p> <p>Childcare vouchers</p>	<p>IPPR is committed to assisting staff to make adequate provision for retirement and offers membership of a stakeholder compliant group personal pension plan operated by Aviva. IPPR matches employee’s contributions up to 5% of their gross annual salary and offers a salary sacrifice scheme which increases the contributions being made to employee schemes.</p> <p>If eligible, IPPR will auto-enrol you into a pension scheme, in accordance with its pensions auto-enrolment obligations. Full details of the scheme will be given to you when you are enrolled, including the minimum level of contributions that you will be required to make during your membership and your right to opt out if you do not want to be a member of the scheme.</p> <p>IPPR recognises that many staff are in need of financial assistance particularly in the early stages of their employment, therefore interest free loans are available from day one of employment. The maximum loan available is equivalent to 1 month’s net salary to be repaid in 12 monthly installments direct from the employee’s salary.</p> <p>IPPR offers employees the opportunity to join a childcare voucher scheme that is administered through an external provider in a similar manner to our pension scheme.</p>
<b>Work life balance</b>	
<p>Annual Leave</p>	<p>All staff are entitled to 25 days annual leave per year plus UK bank holidays (pro rata for part time staff). In addition IPPR offices close for 5 days over the Christmas period. 3 of these days are given as additional leave, and the remaining 2 days will be deducted from annual leave entitlement (pro rata for part time staff). Staff are entitled to carry over 5 days (pro rata for part time staff) to the next annual leave year.</p> <p>The annual leave year runs from 1<sup>st</sup> January – 31<sup>st</sup> December. Staff</p>

**Benefits****IPPR entitlement and eligibility**

	<p>starting during the annual leave year will receive a pro – rated entitlement for the remainder of that year.</p>
Flexible working	<p>The right to request flexible working arrangements, such as part time working, term time working, home working, is open to all staff.</p>
Time off for domestic emergencies	<p>IPPR recognises that employees will from time to time experience emergencies at home, such as a flood, fire or burglary. It is IPPR's policy to pay employees their normal rate of basic pay when they are absent from work as a direct result of a genuine domestic emergency, subject to the discretion of the line manager. Employees will only be paid if they have complied with the appropriate procedures.</p>
Compassionate leave	<p>IPPR will provide employees full pay for time off on compassionate leave up to a maximum of 5 days (pro rata for part time staff) in a rolling year. Further time off will be unpaid.</p>
Dependency leave	<p>IPPR will provide employees full pay for time off on dependency leave up to a maximum of 5 days (pro rata for part time staff) in a rolling year. Further time off under this policy will be unpaid.</p>
<b>Health and well being</b>	
Sick leave and pay	<p>IPPR is committed to not allowing genuine illness to cause financial difficulties for its employee's and as such has the following occupational sick pay scheme in place.</p> <ul style="list-style-type: none"><li>• 4 weeks full pay to all staff with less than 52 weeks service at IPPR, in any rolling year.</li><li>• 26 weeks full pay to all staff with 52 weeks or more service at IPPR in any rolling year.</li></ul> <p>Where an employee is unable to work due to illness or injury for a sustained period of time, IPPR will endeavor to hold their job open for up to one year providing this is reasonably practicable in terms of the project deadlines, funding and operational requirements. Please note staff found to be misusing the sickness policy and procedure may be subject to disciplinary procedures.</p>
Eye Tests	<p>IPPR recognises that most IPPR employees are DSE users and therefore encourages all employees to arrange regular bi-annual eye and eyesight tests. IPPR will reimburse them for bi-annual eyesight tests.</p>
<b>Family Friendly</b>	
Maternity	<p>IPPR is pleased to offer an enhanced occupational maternity pay as follows:</p> <ul style="list-style-type: none"><li>• For employees with 26 weeks continuous service up to the 15<sup>th</sup> week before the estimated week of childbirth (EWC) and eligible for statutory maternity pay (SMP), IPPR will pay 21 weeks full pay (this includes SMP topped up by IPPR) followed by 18 weeks at rate of SMP.</li><li>• For employees not eligible for SMP but in receipt of maternity</li></ul>

**Benefits****IPPR entitlement and eligibility**

Paternity	<p>allowance (MA), IPPR will enhance MA to equate to 6 weeks full pay in the first 6 weeks of maternity leave.</p> <ul style="list-style-type: none"> <li>For employees not eligible for SMP or MA ,IPPR will pay equivalent of SMP</li> </ul> <p>IPPR is pleased to offer enhanced paternity leave and pay to all employees</p> <ul style="list-style-type: none"> <li>For employees with 26 weeks service up to the 15<sup>th</sup> week before estimated week of childbirth (EWC) and eligible to Statutory Paternity Pay (SPP), IPPR will provide employees with 4 weeks leave on full pay (this includes SPP topped up by IPPR)</li> <li>For employees with less than 26 weeks service at 15<sup>th</sup> week before EWC and not eligible to statutory paternity pay, IPPR will provide employees with 2 weeks leave on full pay</li> </ul>
Shared Parental leave	<p>IPPR is pleased to offer enhanced occupational parental pay as follows:</p> <ul style="list-style-type: none"> <li>For employees who qualify for statutory shared parental leave and pay are eligible to occupational shared parental pay; IPPR will pay up to a maximum of 21 weeks full pay. This will consist of statutory shared parental pay topped up by IPPR and must be taken in the first five months after the birth of the baby.</li> </ul>
Adoption	<p>IPPR is pleased to offer enhanced occupational adoption pay as follows:</p> <ul style="list-style-type: none"> <li>For employees with 26 weeks continuous service up to the 15<sup>th</sup> week before the estimated week of childbirth (EWC) and eligible for statutory adoption pay (SAP), IPPR will pay 21 weeks full pay (this includes SAP topped up by IPPR) followed by 18 weeks at rate of SAP.</li> <li>For employees not eligible for SAP, IPPR will pay equivalent of SAP</li> </ul>
Ordinary Parental leave	<p>Employees are entitled to up to 18 weeks' unpaid parental leave per child if he/she is the birth or adoptive parent of a child who is under 18 years of age. To qualify for ordinary parental leave, employees must have completed at least one year's continuous service with the organisation.</p>
Childcare expenses	<p>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. Please see the expenses policy for more details.</p>

**Personal and Professional Development**

Training and career development	<p>IPPR is committed to ensuring staff receive appropriate professional development and therefore aims to offer formal and informal training and development to all its employees</p>
---------------------------------	---

Benefits	IPPR entitlement and eligibility
Study leave	10 days paid leave (pro-rata for part-time staff) who are undertaking further studies relevant to their role at IPPR.
Voluntary leave	3 days paid leave for voluntary duties (pro-rata for part-time staff) from day one of employment.
Sabbatical leave	IPPR also has a sabbatical policy that all staff with at least 3 years' service are eligible to apply for. Staff can apply for a period of 3 months to 1 year unpaid leave.

# 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 and Equality Act 2010**

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 Equality Act 2010.

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.

Unfortunately IPPR is unable to sponsor applicants who do not already have permission to work in the UK.

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 Andrew Adonis and the Director is Tom Kibasi. 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 high media profile and our strong networks in government, academia and the corporate and voluntary sectors.

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 themes:

Energy, Transport and Climate  
Economy and Housing  
Work and Families  
Migration, Integration and Communities  
Democracy and Devolution  
Public Services

### How to contact us

**IPPR, 4<sup>th</sup> Floor, 14 Buckingham Street, London WC2N 6DF, United Kingdom**

Tel: 020 7470 6100 Fax: 020 7470 6111 Email: [info@IPPR.org](mailto:info@IPPR.org) Website: [www.IPPR.org](http://www.IPPR.org)

Registered Charity No. 800065. Registered in England No. 2292601.