



Dear Applicant

**Re: Recruitment process at IPPR**

Thank you for accessing the information pack for the post of:

**Associate Director, Public Services**

**To apply for this role, please provide a CV with a personal statement of no more than two pages. The statement should address, under separate headings, why you want the role and the attributes in the person specification.**

**Please combine the CV and personal statement into one PDF document.**

**Please ensure that your phone number and email address are included and clearly visible.**

Our diversity monitoring data is anonymous and completely separate from the selection process. The recruiting panel will see only the information you provide in your CV and personal statement.

Closing date for the receipt of completed applications is **Wednesday 16 October 2024**

Interviews will be held on **25 October in our London office**

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

- Job description and person specification
- Recruitment and selection process at IPPR – guidance notes for applicants
- Information sheet for job applicants
- Staff standard terms and conditions at IPPR
- Link to equal opportunities monitoring form

We are committed to informing all applicants of the outcome of their application, but in some cases, due to the large number of applications we receive for certain jobs, this may take a while. However, we are unable to provide individual feedback to those whose applications have not been shortlisted.

If you have any difficulty in providing a CV or personal statement, or have any queries regarding your application, please email IPPR's recruitment team at [recruitment@ippr.org](mailto:recruitment@ippr.org)

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

Please send your CV and personal statement to: [applications@ippr.org](mailto:applications@ippr.org) quoting **REF: ADPS/SEPT**

In order to complete your application please ensure you complete IPPR's [Equal Opportunities Monitoring Form](#)



## Job Description

<b>Job Title:</b> Associate Director, Public Services	<b>Salary:</b> £65,696 to £81,143 per annum plus benefits
<b>Responsible to:</b> Director of Research & Policy	<b>Responsible for:</b> Principal Research Fellow and Researcher
<b>Contract:</b> Permanent, full-time (but open to other arrangements)	<b>Start Date:</b> As soon as possible

The Institute for Public Policy Research (IPPR) is the UK’s leading independent thinktank. Our research and ideas have shaped progressive policy making for more than three decades. At this exciting moment in British politics, we are looking to recruit a new Associate Director with responsibility for IPPR’s work on public services, including health, education, social care and childcare.

You will lead a team that drives progressive policy change across the UK and combine a capacity to develop bold progressive policy ideas based on high quality research, the communication skills necessary to influence key stakeholders, and the intellectual and interpersonal skills to successfully manage a multi-disciplinary research agenda. Responsibilities will be broad covering areas such as project design, research, writing, media work, people and budget management, fundraising, project management, and contributing to corporate planning and activity.

### **Responsibilities:**

#### **Policy impact & profile**

- To develop a research strategy and theory of change on the theme of public services in consultation with colleagues, and to position IPPR as a leader in public policy debates and research on this theme.
- To deliver bold progressive change on the public services policy area through developing new projects, achieving project objectives, producing effective outputs and working with other organisations.
- To build and maintain networks and represent IPPR on a wide range of issues, particularly in the area of public services, speaking at high profile events and forums to relevant audiences, including government, other organisations, media and funders.

#### **Fundraising**

- To secure funding across the whole theme.

- To identify funding sources, raising funds for own and others' projects, ensuring that links are maintained with existing funders; and devising and managing project budgets.
- To initiate, build, develop and maintain strong working relationships with funders and other key players in this field including relevant practitioners, academics, policy advisers, politicians, civil servants, and relevant private and voluntary and community sector organisations.

### **Research & Project Management**

- To ensure the successful development, funding, management, budget, delivery, and dissemination of all research projects within the public services, ensuring all projects are completed to time, on budget and are of a high standard.
- To take direct management of some projects within the theme.
- To ensure there are an appropriate number of projects active and in development.

### **People Management**

- To line manage research staff, ensuring all direct reports have performance appraisals and supervisions consistent with IPPR's performance management framework.
- To support direct reports with their management responsibilities, as required.
- To carry out annual career conversations with direct reports and support them with their continued professional development and career plans in line with the wider organisational goals.
- To play a leadership role for the theme and provide a supportive and inclusive environment to all staff members.

### **Corporate Role**

- To share responsibility for development of IPPR's wider research programme including contributing to new project development, planning meetings, research reviews and providing general research support across IPPR.
- To be an active member of IPPR's research groups, maintaining an overview of all corporate issues and contributing to wider discussions on organisational strategy.
- To contribute to the intellectual capital of IPPR in and beyond own specialism, in particular through participation in IPPR's research groups.
- To be a productive and collaborative member of the Associate Directors team.

# Person Specification

## **Essential Skills & Experience**

- Demonstrable expertise in the field of health, education, or childcare and/or social care
- A track record of high-quality published research - and research skills - relevant to this position
- Active involvement in, and extensive experience of thinking strategically about research priorities and how to achieve progressive change
- A demonstrable track record of successfully influencing public policy
- Extensive project management experience, including setting and controlling budgets and fundraising
- Extensive people management experience, including coaching and performance management of staff
- Experience of fundraising for research from a variety of sources
- Excellent existing and wide-ranging network of contacts amongst practitioners, policy makers and academics
- Excellent written and verbal communication and presentation skills
- Wide-ranging media record, with experience in writing for print media and performing for broadcast media
- Lived experience of disadvantage or sound understanding of social injustice
- Commitment to the values and ethos of IPPR including diversity and inclusion

## **The recruitment process at IPPR**

Want to write a strong job application for IPPR? Read the guidance below carefully and try to follow it closely.

### **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 to provide an up-to-date CV and comprehensive, but brief personal statement. The information in it will guide us in considering whether you have the right skills and experience for the job.

We cannot make assumptions about your experience or skills – please provide brief and relevant 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 CV and personal statement 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?**

We score all applications in terms of whether the person specification criteria has been met, on a numerical scale between 0 – not met to 3 – fully met.

### **3. Your CV**

#### **Personal details**

Make sure that your contact details are clearly displayed.

#### **Present and previous employment including voluntary work**

Starting with your current or last employer, list all the employers (both paid and unpaid) you have worked for. Provide the job title and the period you worked for them. Briefly describe the main duties of the post and provide key achievements in bullet form.

This information will 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).

#### **Education and training**

Summarise education and formal training and detail any professional training you have undertaken.

#### **4. Personal statement, maximum two sides A4**

**This is the most important part of your application.** You have to make a case here for selection. Do not repeat your career history. Refer to the person specification, drawing out the skills and abilities you have developed, giving succinct examples under separate headings, reflecting each of the attributes in the person specification.

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

Do not forget other relevant experience outside paid 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. Please focus on how you meet the essential criteria in the person specification.

#### **5. Shortlisting**

Should your application be shortlisted for interview, we will send you a confidential form to complete, sign and return to HR. This will include a statement regarding eligibility to work in the UK, disclosure of any unspent criminal conviction and the names of two referees, one of whom should be a recent employer if applicable. We will not take up references prior to interview and this form will not be seen by the recruiting panel.

#### **6. The interview**

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

At present, interviews are held either by zoom or in person. You will receive by email details on how and where to take part in the interview on the day.

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 their 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, 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 the Human Resources team know when you are invited to interview.

## **7. Feedback**

All unsuccessful candidates who have attended an interview will be contacted by email and offered the opportunity to receive constructive feedback; this can be useful in helping you with future interviews. We welcome any feedback you would like to provide to us on how you found the process.

## **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 a list published by the Home Office. You can access the list here [Employer's guide to right to work checks \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

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.

Applications from job seekers who require a skilled worker visa and sponsorship to work in the UK are welcome and will be considered alongside all other applications.

The skilled worker visa is for workers who have a skilled job offer and a certificate of sponsorship from a UK employer with a valid sponsor licence. The skilled worker visa applicant will need to gain enough points under the UK visa system.

The new UK points system was introduced on 1 December 2020 and included a number of significant changes to the points-based system. The skilled worker visa replaced the Tier 2 visa scheme and allows entry to the UK on a long-term basis to fill a skilled job vacancy.

For further information please visit the UKVI website here:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

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



## **Terms and conditions**

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

### **Post**

Associate Director, Public Services, London based, permanent contract

### **Salary**

£65,696 to £81,143 per annum, plus benefits

### **Location**

Our London office is currently based near Westminster, London SW1. We reserve the right to move your base within the Central London area (within a 5-mile radius of Westminster) in the event of the organisation relocating to new offices.

IPPR is currently operating a hybrid working system where the default position is to work two days in the office and the other three days working remotely.

### **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. A time-off-in-lieu (TOIL) policy applies in exceptional circumstances. We embrace flexible working practices and endeavour to accommodate requests for flexible working where possible.

### **Probation period**

All appointments are subject to a 6 months' probationary period. During probation you are required to give two weeks' notice.

### **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).

### **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 childcare, 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>	
Pension	<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 5.5% 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>
Interest free loan	<p>IPPR recognises that many staff need 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 instalments direct from the employee's salary.</p>
<b>Work life balance</b>	
Annual Leave	<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 between Christmas and New Year, and the remaining 2 days are decided each year. 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 starting during the annual leave year will</p>

	receive a pro – rated entitlement for the remainder of that year.
Flexible working	The right to request flexible working arrangements, such as part time working, term time working, home working, is open to all staff.
Time off for domestic emergencies	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.
Compassionate leave	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.
Dependency leave	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.
<b>Health and wellbeing</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 endeavour 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	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.

## Family Friendly

Maternity	<p>IPPR offers 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 allowance (MA), IPPR will enhance MA to equate to 6 weeks full pay in the first 6 weeks of maternity leave.</li><li>• For employees not eligible for SMP or MA, IPPR will pay equivalent of SMP</li></ul>
Paternity	<p>IPPR offers 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 6 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 offers 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 offers enhanced occupational adoption pay as follows:</p> <ul style="list-style-type: none"><li>• For employees with 26 weeks continuous service at the start of the adoption and eligible for statutory adoption pay (SAP), IPPR will pay 21 weeks full pay (this includes SAP topped up by IPPR) followed by 18</li></ul>

	<p>weeks at rate of SAP.</p> <ul style="list-style-type: none"> <li>For employees not eligible for SAP, IPPR will pay 80% of normal salary for 6 weeks.</li> </ul>
Ordinary Parental leave	Employees are entitled to up to 18 weeks' unpaid parental leave per child if they are 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.
Childcare expenses	IPPR will provide an allowance for childcare at the discretion of the Executive 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.
Menopause Policy	We are committed to creating an open and supportive culture where staff feel comfortable speaking about how menopause-related symptoms may be affecting them at work and able to ask for the support they need to help them manage their symptoms.
Additional Policies	IPPR also offers benefits with supporting carers, fertility, neonatal and pregnancy loss policies
<b>Personal and Professional Development</b>	
Training and career development	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
Study leave	5 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.

## About IPPR

### What is IPPR?

IPPR is a registered charity and the UK's pre-eminent progressive think tank. The Interim Executive Director is Harry Quilter-Pinner.

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.

Our charitable purpose is to:

- Promote research into (and the publication of the useful results thereof) and the education of the public in the economic, social and political sciences and in science and technology, the voluntary sector and social enterprise, public services, and industry and commerce
- Advance the voluntary sector and the efficiency of public services which serve (or further) a charitable purpose
- Advance physical and mental health
- Relieve poverty, unemployment, or those in need by reason of youth, age, ill-health, disability, financial hardship, or other disadvantage
- Advance environmental protection or improvement and sustainable development
- Advance the arts, culture, heritage or science
- Advance such other exclusively charitable purposes as the Trustees in their absolute discretion determine.

IPPR engages with the public, with opinion formers, and policymakers and politicians of all parties and none.

We publish an impressive and comprehensive range of books and web reports and have a busy programme of events, which regularly feature leading thinkers as speakers.

### How to contact IPPR

**IPPR, Ground Floor, 8 Storey's Gate, London SW1P 3AY, United Kingdom**

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

Charity registration number: England and Wales 800065, Scotland SC046557

Company number: 2292601.