

**Role: Research Manager**

**Job Description**

<b>Job summary:</b>	Research Manager
<b>Hours required:</b>	35
<b>Reports to:</b>	Deputy Director
<b>Direct reports:</b>	Research Assistant, paid Index Research Interns

<b>Core Responsibilities</b>		
	<b>Responsibility</b>	<b>%</b>
1	Leading the process for the Aid Transparency Index and associated products, notably a review of transparency of UK aid, based on the Index methodology. These include: planning, methodology application, research, results analysis and reporting, and technical level engagement with relevant donor agencies.	70
2	Line management for an Index Research Assistant and paid Interns as required	10
3	Leading additional policy research activities in line with our strategy and to effectively promote improved transparency as agreed with the Deputy Director and/or CEO.	10
4	Establishing partnerships and networking with relevant organisations in the open data, development effectiveness and transparency communities	10

**Area of Responsibility 1: Leading the process for the Aid Transparency Index and associated products, notably a review of transparency of UK aid, based on the methodology.**

a)	Leading the planning and delivery of the Aid Transparency Index (2019/2020) and associated products, such as a UK aid review (2019) in line with our objectives to improve transparency levels for better accountability and aid and development effectiveness. This includes: assessing and applying the methodology with any improvements needed to better encourage improved transparency levels among donors; overseeing data collection; analysing the results; drafting reports; managing relationships with donor agencies' focal points, peer reviewers and CSO partners.
b)	Assisting the Finance Manager with payments and budgeting as needed
c)	Following and contributing to discussions relating to aid effectiveness, access to information, public financial management, donor assessments and monitoring and evaluation

<b>Area of Responsibility 2: Line management for an Index research assistant and paid interns as required</b>	
a)	Recruiting, contracting and line-managing a research assistant and paid interns and consultants as required
<b>Area of Responsibility 3: Leading additional policy research activities in line with our strategy and to effectively promote improved transparency as required by the Deputy Director and/or CEO.</b>	
a)	Planning and delivering impactful policy research, including identifying key avenues and influencers for making positive change happen.
b)	Producing additional pieces of research, briefings, etc on specific issues as needed and to support the organisation's overall strategy
<b>Area of Responsibility 4: Establishing partnerships and networking with relevant organisations in the open data , development effectiveness and transparency communities</b>	
a)	Identifying and maintaining contact with relevant organisations and contacts and establishing partnerships with researchers in think tanks, NGOs and universities
b)	Representing Publish What You Fund at international meetings and conferences, contributing ideas and following discussions in relevant networks
c)	Relationship management and supporting research activities

## Person Specification

### Essential

- A Masters degree or equivalent in a relevant field, such as international development, and involving quantitative analysis.
- Direct experience of working in the development sector and /or humanitarian aid and development finance sectors, particularly with aid information.
- A demonstrated interest in international development, transparency, accountability and/or open data.
- A minimum of 3-5 years' experience in a research, policy or monitoring and evaluation role, including:
  - Collecting, assessing and analysing large quantities of data;
  - Producing a ranking or scoring methodology;
  - Managing projects from conception to delivery and final publication of outputs to communicate findings;
  - Stakeholder engagement.
- High level of data and IT literacy, including working with spreadsheets and large data sets.

- Proven ability to understand, analyse and make effective use of data in a policy environment.
- Ability to manage and deliver projects to strict deadlines.
- Ability to communicate complex information clearly both verbally and in writing, notably research findings and statistical analysis to technical and non-technical audiences.
- Considerable interpersonal and influencing skills to build strong internal and external relationships.

**Desirable**

- Excellent understanding of research for advocacy work and campaigns
- Knowledge of the International Aid Transparency Initiative (IATI) Standard and community
- Language skills – especially French, Spanish and/or German.