

# Corporate Research and Consultation Officer Grade 10

## Job purpose

The Corporate Research & Intelligence (R&I) Team is part of the Intelligence & Performance Service and is responsible for effective research and consultation with communities and employees. This includes both corporate activity and specific support to services.

The team has:

- a delivery role - i.e. planning, project managing, commissioning or undertaking research and consultation, and analysing/using the findings
- a leadership role - i.e. providing professional advice and support and promoting effective use of evidence across the organisation

The team uphold the standards outlined in the Involving Communities Framework by coordinating activities through the Involve planning tool; providing advice, support and training; and running major research and consultation exercises.

Find out more about [working for Kirklees](#).

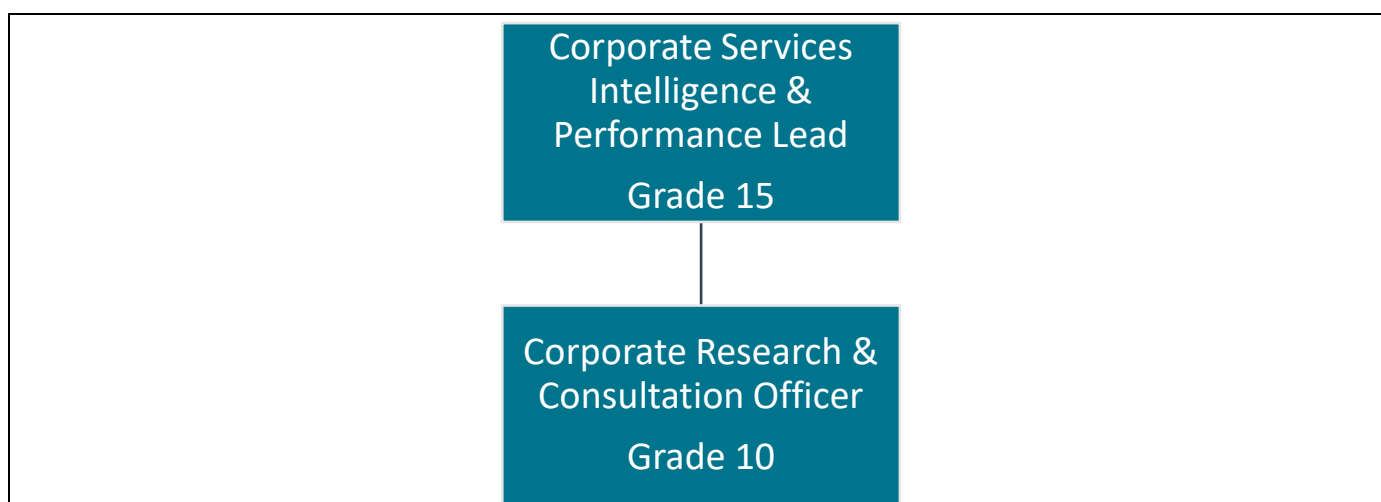
## Key areas of responsibility

- You will play a key role within this team, providing research and intelligence drawn from a range of internal and external sources to support the formulation of robust council policy and decision making.
- You will develop, undertake and project-manage research and consultation using both qualitative and quantitative methods.
- You will analyse and interpret findings and communicate the findings of research and consultation activities to a range of different audiences.
- You will also support research and consultation through joint working initiatives with stakeholders and promote best practice throughout the council by providing appropriate advice and support.
- You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation.
- You will be responsible for the quality of research and consultation undertaken by services in line with the best practice standards outlined in the Involving Communities Framework.
- You will provide employees within services with the appropriate advice and support to allow them to undertake effective research and consultation that will inform decision making and service delivery.
- You will planned and project manage your work with clear objectives, terms of reference, work plans, milestones and targets and ensure it is carried out efficiently

to agreed timescales and deadlines.

- You will support Council colleagues and our partner colleagues to help ensure that robust research and consultation processes take place at effective points of the council's policy making processes and that the outcomes of consultation activities are well communicated.
- When appropriate, you will be responsible for any supervisory line management of the Research Assistant in the team or any other junior roles including apprentices.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of designing and undertaking qualitative and quantitative research.	Essential
Experience of analysing and interpreting different types of research and consultation data.	Essential
Understanding of a range of contemporary research and consultation methods and their applications in a local government setting.	Essential
Understanding of research fundamentals such as sampling, equalities/inclusion and confidentiality.	Essential
Awareness of the various standards governing research, for example data protection, professional code of conduct.	Essential
Ability to advise and make recommendations on appropriate research design and approaches based on knowledge and experience.	Essential
Ability to communicate the findings of research and consultation activities using a variety of formats suitable for different audiences	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
(including senior officers, councillors and local residents).	
Ability to commission and manage research consultants.	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

## For Office Use Only:

Job Category		Grading ID	
Job ID		Last Updated	
Job Focus		Career Progression	

## Contractual Variants

DBS Category		DBS Type	
Health Check		Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	
Checked by HR			