

Researcher Application Pack 2019 (RES1903)



Welcome from the Director

I am very pleased that you are interested in applying for a Researcher position at the Institute for Government. The Institute was established in 2009 with the aim of making government more effective and improving the way it makes decisions. Our aim is to be a catalyst for improvements in government – we don't just conduct research but work closely with people in Westminster and Whitehall to fulfil our mission.

We offer you the opportunity to be a core part of an organisation which is making an impact in the world of government and politics and to work in a stimulating and challenging environment. We are based close to Whitehall and Westminster and offer excellent working conditions.

Researchers are an essential part of the IfG model. They form the core of our project teams – at the moment working on the challenges facing government to deliver the UK's exit from the EU, tracking the performance of public services, and finding ways to improve accountability in Whitehall.

We are keen to provide opportunities for our research staff to learn and develop. As well as working with colleagues from a wide range of backgrounds and experience, researchers have opportunities to enhance their skills through a mix of internal and external training courses and informal skill sharing sessions. Researchers are also encouraged to attend our rich and varied programme of events.



A handwritten signature in cursive script that reads "Bronwen Maddox". The ink is dark and the signature is fluid and legible.

Bronwen Maddox
Director, Institute for Government

Researchers at the Institute for Government

The Institute for Government is currently inviting applications for Researcher positions (Job Reference: RES1903). Researchers are responsible for supporting the delivery of Institute research and learning projects and are managed by Senior Researchers, Associate Directors or Programme Directors.

We are looking to take on a Researcher to work across the Research and Learning team.

Our offer to you

We will give you the opportunity to:

- become a core member of the Research and Learning team in a highly-respected institution at the heart of Westminster with close connections to government and all political parties
- take a fresh, evidence-based look at a range of issues, to understand the problems facing government, develop innovative solutions to these problems and influence senior decision makers to undertake improvements
- work with other Institute staff and external partners to deliver the Institute's research and learning programme, and to lead specific project modules as appropriate
- work on projects combining traditional research with practitioner and expert workshops and stimulating public and private events. The Institute's projects aim to generate insights while allowing senior leaders to explore the issues and generate their own solutions
- produce high-quality written reports and discussion papers, presentations, seminars and other events.

What we are looking for

We are looking for confident and reliable graduates who have the ability to:

- conduct **qualitative and quantitative research and analysis** to build and communicate an understanding of public management and policy problems and their causes
- **build strong working relationships** both inside the Institute (including other research and learning staff, events and communications teams, and senior fellows) and externally (including MPs and senior civil servants, government departments and agencies, other organisations in the academic, public and commercial sectors and public policy commentators including journalists)
- work with our Events team to organise **public events, seminars and meetings**, and present project findings and recommendations in these forums
- deliver the results of projects, including high-quality **written reports and presentations** in a suitable format and style for specific targeted audiences, to challenging deadlines; and discussing project findings in the media including TV and radio
- assist in the development and delivery of tailored **workshops and toolkits** to aid senior decision makers in government
- work closely with other Institute staff to **maximise the impact of our insights** on how senior decision makers act.

Knowledge and/or experience of UK government are essential.

Experience of helping to secure funding for projects is desirable.

About the Institute for Government

Who we are

The Institute for Government is the UK's leading independent think tank promoting more effective government. We work with all the main political parties at Westminster and with senior civil servants in Whitehall, providing fresh thinking through research, events and leadership development.

Our mission is

To help to improve the effectiveness of government in the UK.

Why is that important?

Good government is one of the most important factors driving the UK's social and economic performance and the health of democracy. But while Whitehall ranks among the world's best administrations, the sheer scale of today's political challenges demands ever more capable leadership from government, and challenges public trust in institutions. The Institute's role is to inform and support the process of improvement, working at the highest levels of politics and the civil service to improve capacity and provide evidence-based advice that draws on best practice from across the globe.

What we do

We focus equally on the needs of all political parties and of senior decision makers across Whitehall. We stimulate change by challenging current thinking and providing new ideas and models for shaping and developing better government.

How we do that

- We undertake high quality qualitative and quantitative research, focused on the mechanics and processes of government, producing practical recommendations for change.
- We provide tailored development opportunities for senior decision makers and their teams.
- We offer consultancy and advice to departments and political parties, leading and shaping opinion on improving performance and effectiveness.
- We organise and host regular high-level events addressing different aspects of government in the UK and internationally.
- Our headquarters are also a meeting place where senior officials from across Whitehall can discuss the challenges of making government work and access practical insights from public servants, academics and opinion formers from across the world.

Our core values

We seek in all our activities to be:

- **Innovative:** we will push at the boundaries of current knowledge, exploring and experimenting with diverse approaches to find the best solution.
- **Rigorous:** we will be thorough and precise in our methods and aspire to produce the highest quality data and services.
- **Impartial:** we will be neutral and politically non-aligned.
- **Trusted:** we will earn the confidence of all those we work with, being open and challenging as well as a trusted guardian of knowledge.

Our work programme

Our work programme is structured around the following themes:

- The role of ministers and civil servants
- Parliament – the political and constitutional context
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- Brexit – the UK’s future relationship with the European Union
- Public finances – the management of public spending and tax
- Outsourcing and procurement – what has worked and what hasn’t
- Public Services – performance and transformation
- Devolution – assessing the performance of the devolved administrations, evaluating different approaches taken across the country and developing recommendations for what and how responsibilities can be devolved effectively
- Policy making and delivery
- Digital – the impact of digital and AI on the civil service
- Professional development – for senior government decision-makers

Publications

Examples of recent Institute publications include:

- [How to be a minister: making decisions on infrastructure](#)
- [Behavioural government: using behavioural science to improve how governments make decisions](#)
- [How to fix the funding of health and social care](#)
- [Preparing Brexit: how ready is Whitehall?](#)
- Further information about our work can be found [on the IfG website](#).

Person Specification

CRITERIA	STANDARD
Experience	A degree of 2:1 or above from a UK university, or international equivalent
	One or more years of relevant work experience (in central or local government, NDPB, consultancy, journalism, a think tank or similar) and/or relevant post-graduate research experience
	Experience of any of the following: organising roundtables, workshops or public events; producing written work of a publishable standard; helping to secure funding for projects
Knowledge	Knowledge and/or experience of UK government, public policy and/or public service reform
	Knowledge of and/or keen interest in management and/or public administration issues, organisational change and/or learning and development techniques
Skills	Ability to communicate clearly and influence a range of audiences in writing and orally
	Strong analytical abilities to understand problems and causal drivers and think creatively about radical solutions
	Ability to produce accurate work to tight deadlines, sometimes in a rapidly evolving working environment
	Quantitative skills, including ability to use Microsoft Excel and to communicate stories using data in a visually compelling way
	Qualitative skills, such as the ability to conduct semi-structured interviews and focus groups.
Attitude	Commitment to the Institute's values, aims and objectives; a keen interest in public sector improvement; and, the highest possible level of professional integrity
	A proactive attitude to work; taking opportunities as they arise

Information for all applicants

Employer:	Institute for Government
Location:	2 Carlton Gardens, SW1Y 5AA
Who can apply:	<p>Applicants who can demonstrate they have the relevant skills and experience as set out in this pack.</p> <p>Applicants should either: i) have an entitlement to work in the UK or ii) hold a relevant visa allowing them to work. For an exceptional candidate a Tier 2 working visa may be available.</p>
Key dates:	<p>Closing date: Monday 25 February, 10:00.</p> <p>First round interviews will be held in the week beginning 11 March 2019, and can be conducted by Skype if you would have any difficulty attending in person. Second round interviews will be held the following week.</p>
Start dates:	The start date will be as soon as notice periods allow for.
Terms:	Successful candidates will join on a permanent contract subject to a three-month probationary period.
Salary:	For this recruitment the salary range for Researchers will be £25,000 to £32,000 (full time equivalent). Your starting salary will be based upon skills and experience.
Benefits:	<p>The Institute has a pension scheme which you will be auto-enrolled into in your third month of employment. The contribution is a minimum of 5% from the employee and a fixed 10% contribution from the employer.</p> <p>Death in service life assurance of 4 x salary is given to all staff.</p>
Working hours:	You will normally work a five-day week of 37.5 hours (9:00 – 17:30 with a one-hour lunch break) but you will, as the occasion requires, work outside these hours. The Institute is committed to supporting flexible working and researcher roles may be available on a part-time basis, subject to the needs of the Institute.
Annual leave:	For a full-time post your annual leave allowance will be 30 days in addition to eight days of bank and public holiday. Annual leave and public holidays will be pro-rated for non-full-time posts. The Institute's leave year runs from September to August.
Equal opportunities:	<p>All job applicants and employees will receive equal treatment.</p> <p>The Institute for Government collects equal opportunities monitoring information with applications. This information is anonymised and is not given to those involved in the recruitment process. It is used only for monitoring purposes and to help us better understand how we, as an employer, can ensure equality of opportunity for all.</p>
Privacy policy:	<p>When you apply for a job with the Institute, we collect and process information (personal data) about you according to data protection law. For full details of our privacy policy please visit:</p> <p>https://www.instituteforgovernment.org.uk/recruitment-privacy-policy</p>

How to apply

Stage One

The Institute uses an anonymised online application process for the first stage of its researcher recruitment. To apply, follow this link:

<https://app.beapplied.com/apply/aknmrre5hk>

The online stage of our application process has three parts:

- **About you:** Here we ask you for some personal details. This information will only become visible to the Institute if you are shortlisted. All applications are assessed blind by multiple reviewers.
- **Multiple choice test:** Here we ask you to complete a multiple-choice test, which is formed of 20 questions, including the following sections:
 - Arithmetic
 - Word definition
 - Data interpretation
 - Numerical reasoning
 - Verbal reasoning

You will have 25 minutes to complete the test. Once you start the test a timer will count down in the top right corner of the screen. Please ensure you have a calculator to hand.

- **Short answer questions:** Here we ask you to complete four questions, about:
 - Your education
 - Your employment and other relevant experience
 - Your motivation for applying to the Institute
 - Why you believe yourself to be a suitable candidate

Each section has a 250-word limit. Once you have completed all of these questions you will see a page with your answers and have the opportunity to amend these before finally submitting your application.

N.B. each of your answers will be reviewed separately and anonymously by different people. This means the person reviewing your answer to question 2 will not have access to your answer to question 1, and so on. Therefore, **do not** refer in one answer to what you have written in another section (things like “as explained above”). If it is relevant, explain again in full.

Stage Two

Once we have reviewed the online applications (each section is anonymised and seen by three people with the resulting scores averaged), we will ask our interview long list to write a 500-600 word piece over the weekend of 2-3 March. The written piece combined with the application, will determine who is invited to interview.

Stage Three

First interviews will take place week commencing 11 March and second interviews the following week.

Equal opportunities

We believe in equal opportunity for all and welcome applications from sections of the community that are currently under-represented at the Institute for Government, including disabled, black and minority ethnic candidates. Our process is anonymised up to and including the point of deciding who to invite for interview in order to eliminate as much bias as possible.

Contacts

If you have a disability that might affect your ability to complete the timed multiple choice test, then please contact us at: recruitment@instituteforgovernment.org.uk. We will arrange for a member of staff to get in touch.

If we invite you to progress to the next stage of the process and you are unable to meet the requirements of the timetable set out above, please let us know and we will do our best to accommodate you.

Further information about the Institute for Government: www.instituteforgovernment.org.uk

We send out a weekly newsletter with a summary of current publications and research. We also send out regular emails about our current research, publications, commentary, news and forthcoming events (including research forums). To receive these emails, please visit www.instituteforgovernment.org.uk/newsletter