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| Research Manager |
| Nest Insight |
| **Grade:** 3 |

# The role

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| All our work focusses on understanding the challenges low- to moderate-income households in the UK face and exploring and evaluating potential policy and market solutions to those challenges.  In this role, you will work across some or all of the following areas:   * *Financial Resilience:*Our work in this area focuses on identifying solutions and interventions to help people to manage financial shocks or volatility without recourse to damaging solutions such as high-cost credit * *Savings:* Millions of people in the UK lack cash savings, which enable them to self-ensure against shocks and build foundations for longer-term saving and asset-building. Our work in this area identifies, tests and promotes adoption of solutions that support people to build cash savings. * *Assets, wealth and pensions:* Auto enrolment has brought millions of people into building invested wealth for the first time. But in most cases, this remains the only wealth they have. Our work in this area addresses approaches to building out asset-ownership including housing and non-pension investments. It also seeks to address those groups, such as the self-employed, where pension saving lags behind those included in auto enrolment, as well as on how to optimise the design of AE in future to balance adequacy and financial resilience trade-offs. * *Foundational and cross-cutting research:*These are additional projects and programmes that we undertake to increase overall understanding of the challenges facing low- moderate- and volatile-income households and the ways different parts of household money-management interact. This includes innovative approaches like our ongoing programme of work to connect public and private survey and administrative data sets, targeted in-depth qualitative research and household-level transaction tracking to enable holistic research of household financial behaviours and how household balance sheets react to policy change.   As a Research Manager in the team you will be responsible for conducting and project managing research, across a range of methodologies including trials, qualitative research, quantitative research, landscape reviews and expert interviews, working within a research team. You will be able to take responsibility for components of research projects, working independently under the direction of one or more Research Leads. |

# Scope and deliverables

## Accountability

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| Will be responsible for:   * managing and conducting research including data collection and analysis * contributing to research project deliverables * managing own time effectively * working within project budgets and delivering to contractual milestones |

## Deliverables

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| * Support the design of research approaches and develop research materials including discussion guides and stimulus, self-completion tasks and online research * Manage research participants and partners, within Nest Insight’s participant coordination approach answering questions and supporting with participation, including in online research * Conduct some qualitative research fieldwork, in person and virtually, potentially including depth interviews, groups and co-creation sessions * Contribute to research analysis for qualitative research collaboratively identifying themes and developing the narrative * Contribute to research analysis for quantitative research, including data cleaning, analysis and interpretation * Contribute to the writing of research reports and other project outputs such as blog posts and press releases * Contribute to literature and landscape reviews * Work with the Research Lead and Associate Director of Research and Innovation on one or more projects to establish and maintain good relationships with project stakeholders. * Assist with reporting project progress and outcomes to funders * Contribute, as required, to other activities or studies and perform other general tasks as they arise, including general research administration, project management and scheduling * Effectively plans and organises parts of own workload to ensure timely delivery of assigned tasks and responsibilities. May deputise for Research Lead when required.   This list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post. |

## Relationships and autonomy

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| Will report to a Research Lead.  Will work effectively and collaboratively within and beyond the Nest Insight team, including with project funders, collaborators and participants. |

# Role requirements

## Experience and technical skills

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| *Essential:*   * Experience designing and running qualitative, quantitative or mixed methods research projects, including using creative and collaborative approaches * Good knowledge of a statistical software such as Stata, R or SPSS * A good working understanding of data protection regulation and research ethics, including experience of working with marginalised and vulnerable participants * Excellent qualitative research moderation and analysis skills, working online and face-to-face * Able to identify implications of research findings and to interpret research data in the broader market and policy context * Able to produce high-quality written communications including report-writing to a publication standard * Excellent communication and interpersonal skills, including building strong working relationships with a wide range of stakeholders * Good working knowledge of Microsoft applications including Excel, PowerPoint and Word.   *Desirable:*   * Relevant subject knowledge and research experience: personal and household finance, employment and livelihoods, financial services, public policy development * Experience of translating research insight into market and policy innovation for example through co-creation approaches * Experience presenting research learnings at conferences and events |

## Personal attributes

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| * A relevant Masters or PhD or professional research experience * A flexible and proactive approach to work and a willingness to engage across the team to support the work programme as necessary. * Exceptional organisational and time management skills. * Outstanding professional attitude and mentality: able to demonstrate a high level of initiative and autonomy, takes personal responsibility for doing a good job * Focused on continual improvement, takes pride in to delivering high quality results * Strong attention to detail combined with big-picture thinking * Excellent interpersonal skills and emotional intelligence; calm and comfortable working with a wide range of people * Rigour in following established processes and compliance with regulation and policies * Exceptional written and verbal communication skills * The ability to exercise judgement, confidentiality and discretion * A commitment to team working, diversity and inclusion |

## Differentiators

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| This is a rewarding and exciting role for someone seeking to develop a career in research in the area of financial-wellbeing innovation.  Nest Insight’s work has the potential to make a difference to millions of low- and moderate-income households, and our activity has a high profile across the public policy community and the industry, in the UK and internationally. |

## Working pattern

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| Flexible working patterns are actively supported in our team. We are open to anything between 0.4 and full time for this role, including structuring the role in a way that would be feasible alongside academic work and/or caring responsibilities.  We support hybrid working. We expect team members to be in our office on our team day - currently Tuesday - and as needed on other days. Beyond that you can choose whether to work in the office or at home. |

## Grade Descriptor

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| Grade 3 |

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