**JOB PROFILE**

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| **Job Title** | Research Officer | **Reporting to** | Research Manager |
| **Division** | Corporate Services  | **Department** | Strategic Planning |

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| **Job Purpose** |
| To research and evaluate a range of **sport**scotland programmes and issues of relevance to sport.To disseminate research findings to a wide range of audiences.To provide research advice to colleagues in **sport**scotland. |

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| **Resource Management** |
| **Direct Reports:** 0**Staff Reporting to Direct Reports:** 0**Contractors: 0****Level of Budgetary Responsibility:**  Delegated for specific projects as required **Delegated Authority Level:** Level 1 – Authorise purchase orders up to a value of £5,000 with Level 2 sign off. |

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| **Key Responsibilities & Accountabilities** |
| Contribute to the development and delivery of **sport**scotland’s research plan:* Work with **sport**scotland staff to identify research needs
* Design research solutions for specific programmes and projects
* Lead research projects from scoping through to completion, including liaison with the end users and managing subcontractors as necessary to achieve project objectives.
* Undertake research and analysis.

Keep up to date with research in sport:* Be aware of and contribute to best practice and innovation in research methods
* Keep abreast of current and emerging research findings of relevance to **sport**scotland and sport
* Collaborate on and develop research with colleagues in other sectors.
* Contribute to relevant steering groups and networks
* Provide advice and training on research design and methods to **sport**scotland staff and partners with different levels of technical understanding

Promote and disseminate research:* Disseminate research findings through briefings, publications, blogs and news feeds, presenting results at meetings and conferences, or sharing research work at other appropriate events.

Deputise for the Research Manager as required |

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| **Knowledge & Experience** |
| **Knowledge (Essential)*** Excellent knowledge and understanding of research methods
* Ability to write and edit reports, including concise briefing papers, to a high standard
* Excellent communication skills
* Ability to present information to a range of stakeholders with different levels of technical understanding
* Ability to build meaningful partnerships with other organisations, including the Scottish Government
* Analysis, reasoning and judgement skills to address problems which have no obvious solution
* Ability to work to tight deadlines and manage competing priorities
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| **Experience (essential)*** Experience of undertaking qualitative and quantitative research, evaluation and monitoring
* Experience of literature reviews and synthesis of research findings into concise policy relevant briefings
* Experience of undertaking research and information audits and identifying knowledge gaps
* Experience of a range of monitoring systems and ability to analyse monitoring data
* Use of analysis tools
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| **QUALIFICATIONS** * Educated to postgraduate level or equivalent (to include research methods and statistics) or equivalent relevant experience
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| **Key Competencies** |
| **Leadership** * Accepts responsibility for decisions and actions, including difficult but necessary ones
* Demonstrates enthusiasm and energy for achieving business goals with a ‘can do’, ‘will do’ approach
* Leads understanding and adherence to the organisation’s processes, values and expected behaviours
* Encourages praise and recognition of success
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| **Judgement & Decisiveness*** Takes timely, impartial decisions based on best available evidence and analysis
* Uses a structured approach to developing solutions and reaches decisions through reasoned analysis
* Evaluates the extent to which a decision has major implications for others
* Analyses a range of data, drawing conclusions based on that data
* Identifies opportunities to take measured risks and manages consequences

**Continuous Improvement** * Encourages team to generate and share ideas
* Offers new ideas and solutions to current challenges
* Tests new ideas with others
* Readily adopts new ways of working
* Gives recognition and responsibility to team members in order to build ownership of ideas
* Works with others to ensure that changes are sustainable and are embedded into the team practice

**Planning & Organising** * Contributes to the development of the operational plans
* Explains the operational plans and plans aligned team objectives to ensure the best use of resources
* Takes responsibility for setting deadlines providing regular feedback on progress against the Plan to ensure there are no surprises
* Focuses and encourages others on delivering the Business/Operational Plans

**Results Focus*** Ensures that the team are aware of and comply with health and safety requirements
* Leads delivery at a team level by setting clear goals and measures
* Empowers others to achieve and holds them accountable against the agreed goals and timescales
* Supports and guides to ensure that a target or goal is met
* Can work with the Business to agree priorities when facing conflicting agendas
* Creates a sense of urgency about results on a personal and team level

**Problem Solving*** Is guided by organisational values and operating principles to help select possible approaches which may not align with established procedures
* Uses logic and analysis techniques to solve problems of increasing difficulty that impact across the organisation
* Quickly assimilates and makes sense of complex data, information, ideas and themes
* Coaches other to solve problems

**Working with Others*** Recognises or pre-empts any sources of conflict and assesses how best to manage situations, ensuring continued collaboration
* Builds a sense of team spirit, encouraging shared ownership of goals and deliverables
* Deals tactfully and confidently with people at all levels of the organisation (internally and externally) building collaborative relationships
* Resolves conflict within the team maximising the opportunities it presents
* Values and draws upon the contributions, experiences and background of others
* Communicates openly and honestly with others
* Builds relationships to gain support and buy-in

**Performance Management*** Manages day to day performance constructively, consistently, fairly and promptly
* Openly recognises and rewards good performance and ensures that individuals know that their work is important
* Acts quickly and fairly to address poor performance
* Provides encouragement and regular feedback on performance
* Demonstrates the importance of performance management by agreeing SMART objectives with team members, monitoring performance, providing feedback and engaging in developmental discussions
* Quickly takes the appropriate action to deal with those who breach organisational standards and behavioural expectations

**Developing Self & Others** * Helps people to learn from mistakes in support of a learning culture
* Selects the best method to meet the learning needs of the individual, coaching/supporting as appropriate
* Knows individuals’ strengths and weaknesses and allocates work to provide them with opportunities to develop and improve
* Seeks multiple ways to support their own development and that of their team
* Prioritises the learning and development needs of individuals and teams to meet the role requirements
* Undertakes continuous professional development to meet the needs of their role and to provide best practice service
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