Reference:

Guidance on defining job roles using success profiles

Job description

Job title	Probation Research Lead
Directorate	East of England Probation Area; Performance & Quality Team
Grade	SRO/SEO equivalent
Role Type:	Social Research
Salary band	EoE/National SEO = £36,498* to £40,297 ***New entrants are normally expected to join on the minimum of the pay band***
Responsible to	Senior Programme Manager: Complex Cases and/or EoE Head of Performance & Quality
Region	East of England
Base/location	Basildon , Bedford , Bury St Edmunds , Cambridge ,Chelmsford , Cheshunt , Colchester , Grays , Harlow , Huntingdon , Ipswich , Kettering , King's Lynn , Lowestoft , Luton , Northampton , Norwich , Peterborough , Southend-on-Sea , St Albans , Stevenage , Watford , Wellingborough
FTE/hours (Full-Time)	FTE 37 Hours
Job type	24 months Fixed Term or Secondment
Security Clearance Required	To confirm (usual vetting level for PS staff)
Interview dates	To be confirmed nearer to the time and these will be conducted either face to face or virtually via Microsoft Teams as agreed by the Probation Delivery unit or function.

Job Description

Summary:

The East of England Probation Service Region are committed to looking at ways in which we can innovate and improve how we deliver and improve our service delivery to People on Probation (PoP). Research and Evaluation surrounding the delivery of these services is critical and it is certainly an area of work we are keen to develop and expand. Within HMPPS we have created a new research post, initially as a 24-month secondment/fixed term opportunity, to begin to scope and establish this role.

Working within the regional Performance & Quality function you will lead upon Research & Evaluation within the East of England (EoE) Probation Region. The role will involve the design, development and co-ordination of qualitative and quantitative internal research projects alongside the commissioning and management of research projects delivered by third parties. You will work flexibly with colleagues in the organisation to ensure research specifications meet business needs, research is commissioned and managed in line with relevant processes and conducted and published according to Government Social Research (GSR) standards.

You will act as the research lead on discrete areas of the EoE Probation Services Regional Delivery Plans. You will assist colleagues in identifying, understanding, and developing the relevant research evidence base including exploring opportunities to work with academia/academic partners to inform how we deliver services.

You will work with EoE Probation Service colleagues to develop a new research capability for the wider organisation.

Main Responsibilities

The post holder will conduct bespoke research projects, and manage research by commissioned third parties, Key responsibilities include::

- Conducting bespoke internal research projects, drawing on a wide range of qualitative and quantitative social research methods.
- Commissioning and managing external research
- Ensuring quality assurance processes are in place and managing risks and contingencies for all projects, whether commissioned or internal
- Leading on the research portfolio for assigned key work areas, providing advice to relevant business leads.
- Working with the wider service to develop and enhance our internal data and analysis capability.
- Identifying and drawing together evidence on key topics, including through evidence reviews and building relationships with the wider research and knowledge community. Disseminating this in accessible and user-friendly ways.
- Promoting and supporting the use of Resrearch led evidence within the Probation Region, including through advising colleagues and partners on research issues on specific projects, and supporting our engagement with academia.
- Working with wider colleagues across HMPPS and the regional Senior Leadership Team to build our capability to deliver and use research evidence, embedding a
- To ensure a continued/developing knowledge and awareness of methodological developments, and proactively identify opportunities to be innovative in developing the evidence.
- To work within the wider MOJ Research networks/Principal Researchers in developing self and supporting external research projects/works

Selection process details

This vacancy is using [Success Profiles](#), and will assess your Technical skills, Behaviors, Strengths and Experience.

The assessment process will be made up of two parts:

1. Application Stage: A suitability statement of no more than 800 words
2. Interview Stage: - the interview will include a presentation

How your application be assessed:

We will through the whole process assess the essential criteria for the role:

- **Technical** GSR requirements: both the skills and GSR technical behavior: application stage and interview stage through scenario and behavior-based questions
- **Experience**: application stage
- **Behaviors** – Civil Service Behaviors: interview
- **Strengths**: interview

Application Stage: Suitability statement

Please provide a statement, no more than 800 words, which sets out your suitability for the role. This should include:

1. How you meet the **essential Technical and Experience criteria** (outlined below);

Interview Stage

The interview will be a blended interview. The focus will be on

- **GSR Senior Research Officer (SEO) technical skills** and **using and promoting social research:**
- **Civil Service behaviors**: Making Effective Decisions, Working Together, Changing & Improving and Communicating & Influencing
- **Strengths** as described in the Success Profiles (this is a very particular style of interview please make sure you make yourself aware of these in advance).
- The interview will include a **GSR Technical Skills** scenario based question.

Essential Criteria
Technical:

1. Senior Research Officer (SEO) **Technical skills** as described in the [Government Social Research Technical Framework](#)
2. Senior Research Officer (SEO) **Using & Promoting Social Research** as detailed in the [Government Social Research Technical Framework](#) also included at the end of this Job description
3. Understanding of GSR processes and standards

Experience:
- Basic awareness of research commissioning and contract management
- Expertise in MS Office suite including Excel.

Civil Service Behaviours:

- **Making Effective Decisions**

Understand own level of responsibility and empower others to make decisions where appropriate. Analyze and use a range of relevant, credible information from internal and external sources to support decisions. Invite challenge and where appropriate involve others in decision making. Display confidence when making difficult decisions, even if they prove to be unpopular. Consult with others to ensure the potential impacts on end users have been considered. Present strong recommendations in a timely manner outlining the consideration of other options, costs, benefits and risks.

- **Working Together**

Encourage joined up teamwork within own team and across other groups. Establish professional relationships with a range of stakeholders. Collaborate with these to share information, resources and support. Invest time to develop a common focus and genuine positive team spirit where colleagues feel valued and respect one another. Put in place support for the wellbeing of individuals within the team, including consideration of your own needs. Make it clear to all team members that bullying, harassment and discrimination are unacceptable. Actively seek and consider input of people from diverse backgrounds and perspectives.

- **Communicating and Influencing**

Communicate in a straightforward, honest and engaging manner, choosing appropriate styles to maximize understanding and impact. Encourage the use of different communication methods, including digital resources and highlight the benefits, including ensuring cost effectiveness. Ensure communication has a clear purpose and considers people's individual needs. Share information as appropriate and check understanding. Show positivity and enthusiasm towards work, encouraging others to do the same. Ensure that important messages are communicated with colleagues and stakeholders respectfully, taking into consideration the diversity of interests.

- **Changing and Improving**

Review ways of working and suggest improvements, including how to make full use of new digital technologies. Learn new procedures and help colleagues to do the same. Query any issues that arise from changes in a suitable way. Respond in an effective and appropriate manner when emergencies arise.