



SCOTTISH LEGAL AID BOARD

Person Specification and Job description for applicants

Research Officer Policy and Development

Edinburgh

Starting salary from £32,150
Pro rata if part time

We are currently recruiting for a Research Officer (Grade 5) within the Policy and Development department of our Strategic Development Directorate.

This post is permanent on a full-time basis. If you are applying for a full time position on a part time basis (less than 37 hours per week), please give details of the number of hours and pattern of part-time work you would be interested in.

Further information is supplied in the 'General Information for Applicants' document.

Our organisation

The Scottish Legal Aid Board (SLAB) was set up in 1987 to manage legal aid in Scotland. As a non-departmental public body responsible to the Scottish Government, our primary purpose is to manage and continuously improve publicly funded legal assistance and advise Scottish Ministers on its strategic development for the benefit of society.

We are a highly ethical organisation, carrying out rewarding work that may have a considerable impact on clients' lives. With a low staff rotation ratio, as a business, SLAB can offer a stable and secure employment package. Our total reward package includes the following: flexible working hours, occasional remote working, a competitive holiday entitlement of 34 days per year (inclusive of public and privilege holidays) increasing after five years of continuous service, and a 6% contributory pension scheme. In some cases, we may financially contribute to relocation expenses for roles out with the Central Belt.

We welcome and encourage applications from diverse backgrounds, including groups currently underrepresented in our workforce. We pride ourselves as being an employer of choice.

If you wish to learn more about the Scottish Legal Aid Board (SLAB) and our other direct services, please visit the [SLAB website](#).

Information about the role

To contribute to the delivery of SLAB's research programme, which assists the organisation in delivering its mission and strategic objectives.

As a member of our established research function, you will assist the organisation with delivering qualitative and quantitative research projects, carrying out or managing all

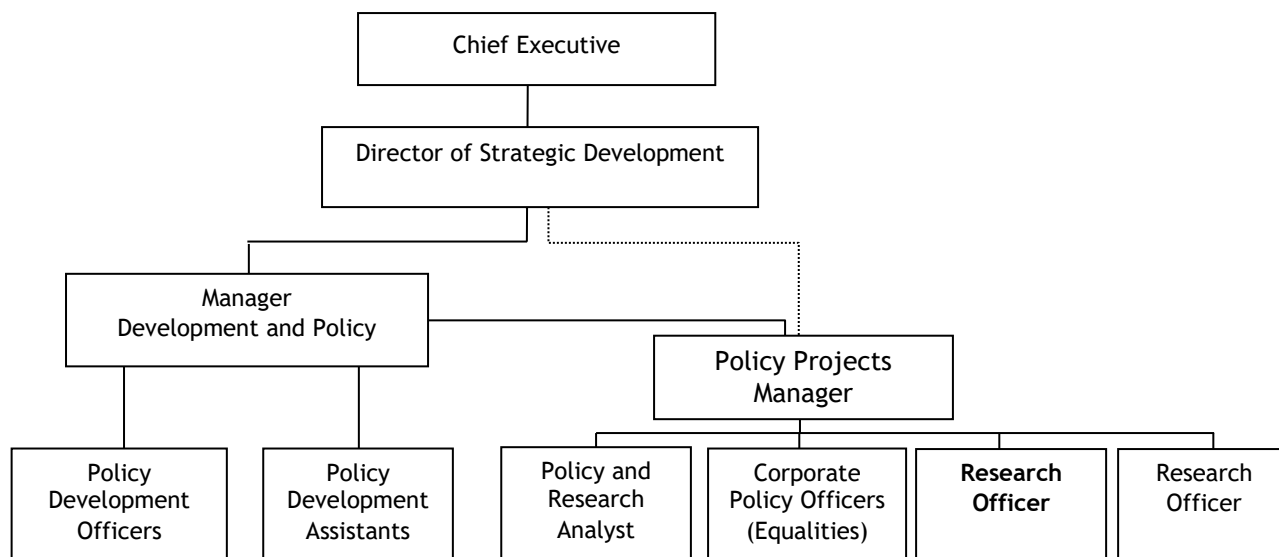
stages from inception and specification to fieldwork to analysis and report writing. You will work on a variety of projects at any one time, in addition to supporting teams across SLAB with advice on their research needs.

Being part of the Policy and Development department, you will work in a supportive team environment alongside colleagues who are also engaged in collaborative work internally and externally. You will have frequent contact with senior colleagues, including the Policy Projects Manager and Manager of Policy and Development, regular contact with the Director of Strategic Development, who oversee the research function, and occasional contact with the Chief Executive and other Directors.

Main Duties and Responsibilities

- Scope, develop and manage research projects as required in the research programme
- Design topic guides and interview schedules to meet the purpose and objective of projects
- Carry out interviews or facilitate focus groups involving various internal and external stakeholders
- Design survey tools, identify sampling requirements and undertake fieldwork
- Carry out literature reviews as required
- Source internal SLAB data as required for research projects
- Undertake analysis and lead on or contribute to reporting of findings
- Contribute to the development of the research function
- Support colleagues and teams across SLAB as required with research input or advice

Organisation chart:



Essential Criteria

You will be asked in your personal statement to provide evidence as to how you meet the essential and desirable criteria listed below:

- Knowledge and practical experience of a range of social research methods

- Experience of managing or conducting research projects
- Proven ability to analyse results, produce findings and recommendations
- Proven ability to interview and facilitate focus groups at all levels, including senior stakeholders
- Knowledge and experience of data handling and processing, data analysis and reporting
- Self-motivated, able to meet deadlines and balance own workload
- Adaptability to rapidly changing requirements
- Good interpersonal skills and with the ability to work well as part of a team
- Good written and oral communication skills
- Good Excel skills

Desirable Criteria

- Experience of managing commissioned research projects
- Knowledge and experience of statistical software packages or advanced Excel skills
- Knowledge and experience of legal aid and the justice sector
- Experience of working in/with central or local government, a non-departmental public body or the voluntary sector
- Knowledge and experience of working with complex data sets

Criminal record check

All applicants must have a recent criminal record check (last 12 months), either at the application stage or following a conditional offer of employment. For this post we are require a Basic Disclosure Scotland. For more information about types of criminal record checks in Scotland please visit www.mygov.scot.

Qualifications

- Educated to graduate level equivalent, preferably with an upper second Honours Arts, Law or Social Science degree

Please note: If you fail to demonstrate how you meet the minimum qualifications as stated above, your application will be automatically sifted out.

Competency required

In addition to the Essential criteria listed above, the following competencies for Grade 5 roles are also required and all SLAB's applicants will be tested against these during the interview or assessment centre.

Self-awareness

- Responsible for personal behaviour and is accountable for own actions, health and wellbeing
- Aware of personal strengths and takes pride and responsibility for performance at work and is responsive to constructive feedback
- Adaptable and embraces new ways of doing things, contributing ideas and energy to continuous improvement
- Takes control of personal and professional development, actively managing own Personal Learning Plan as well as supporting the development of others when needed.

People Management

- Prioritises and agrees objectives aligned with the Operational Plan to engage staff, maximise adaptability and build capacity to deliver
- Credible with staff, creating conditions to build confident effective teams that empower, value and motivate people, managing workload and equalities
- Raises performance using constructive challenge, feedback and coaching skills, seeking support and advice from HR professionals when needed
- Aware of impact on others and creates a positive environment for innovation, learning, health and wellbeing.

Communications and engagement

- Engaged and credible with stakeholders, connected to a range of internal and external networks
- Communicates clear and creative ideas that meet the needs of a range of audiences, ensuring objectives and outcomes are achieved
- Produces concise, clear, well-structured written work using SLAB guidance
- Considers and communicates the impact of decisions on wider policies and programmes.

Improving Performance

- Demonstrates ongoing use of relevant performance improvement tools and techniques including skills development
- Uses Programme and Project Management Principles effectively and proportionately
- Adapts quickly to fit skills and resources to changing circumstances and expectations
- Applies risk management principles to decision making, controlling opportunities and threats to achieving objectives.

Analysis and Use of evidence

- Use evidence to assess, measure and evaluate projects and policies, considering the impact on other policies and government outcomes
- Engage with analytical specialists at appropriate stages of policy and programme development
- Interrogate analytical and management information to draw out key messages and findings to support decisions
- Organise and collate robust information from a variety of sources in decision making, sharing knowledge and information across the wider system.

Financial Management

- Uses accurate and relevant financial data to create objectives and targets relevant to budget responsibilities
- Takes responsibility for the monitoring and controlling of expenditure
- Understands and applies the principles of Budgeting, Financial Management and Resource Accounting outlined in the 'Scottish Public Finance Manual'
- Maintains regular contact with relevant finance staff, and knows when to seek advice from audit, risk, procurement and finance professionals.

Interview Expenses

Travel and subsistence expenses during the selection process are the responsibility of the applicant. Following current government guidance on social distancing, the interview will most likely be arranged online using video conferencing tools.

Starting Salary

This job is Grade 5 within SLAB, which currently has a starting salary of 32,150.

These figures are based on SLAB's current pay position which covers a one year pay period from 1 April 2021. Any future salary increases after 31 March 2022, either as a result of pay progression within Grade 5 or other increases to salary points, are subject to Public Sector Pay Policy, Scottish Government approval of an affordable pay remit, SLAB's negotiations with the Union on pay reviews and SLAB's own pay policy.

Working Pattern

The standard working week is 37 hours in total with an unpaid lunch break of 36 minutes each day during SLAB opening hours. Flexible working may be available, but should be discussed.

Other information

Your permanent place of work is located at SLAB, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5AE. Please note that due to the current circumstances following the Covid-19 outbreak and government guidance on social distancing measures, as a precautionary measure you are asked to temporarily stay at home and work until further notice. This temporary period of homeworking will be regularly reviewed and will cease when it is no longer deemed to be necessary, at SLAB's discretion, in which case you will be required to return to the permanent workplace.

For information regarding pre-employment checks and other relevant information, please review all documents attached to this job advert, available on our recruitment website. Please note that this information is provided for guidance only and does not form part of the conditions of employment. For further information on who we are and what we do, visit www.slab.org.uk.