Senior Research and Policy Officer (Maternity Cover)  
Fixed term for 9 months (possible extension)  
(Newcastle Based)

Background information on NEA

(i) NEA – the national energy charity

National Energy Action (NEA) is the national charity which works to improve and promote energy efficiency and aims to bring social, environmental, housing and employment benefits. Working in partnership with central and local government, fuel utilities, housing providers, consumer groups and voluntary organisations, NEA aims to eradicate fuel poverty and campaigns for greater investment in energy efficiency to help low income and vulnerable households achieve affordable warmth. NEA currently employs 70 staff at our national headquarters in Newcastle upon Tyne and in regional offices across England, Wales and Northern Ireland.

NEA achieves its objectives through:

- Developing and managing practical projects which demonstrate innovative ways of tackling fuel poverty and bringing the wider benefits of energy efficiency to communities.
- Carrying out research and analysis into the causes and extent of fuel poverty and the developing policies which address the problem;
- Providing advice and guidance on good practice in delivering energy efficiency services to low income householders;
- Developing national qualifications and managing their implementation to improve the standards of practical work and the quality of energy advice;
- Campaigning to ensure social and environmental objectives are brought together under national energy efficiency programmes.

NEA has established a profile as the leading national fuel poverty charity. Please visit our website at www.nea.org.uk to find out more about our work.

(ii) NEA’s Structure

NEA comprises of six key Directorates; the Chief Executive’s Directorate which is responsible for Communications, External Relations and Income Generation; two Directorates of Operations (Skills, Standards & Delivery Mechanisms and Community Engagement & Demonstration); the Directorate of Policy and Research; Directorate of Support Services headed by Programme Director/Deputy Chief Executive; NEA Cymru and NEA Northern Ireland. The charity’s head office is in Newcastle upon Tyne. A copy of the organisational structure is enclosed.

(iii) The role of Senior Research and Policy Officer

The position is based within NEA’s Policy and Research Directorate and will be based within a small but effective social research team managed by NEA’s Research manager. NEA’s in-house Research
Team has over 25 years’ combined experience of working across the fields of fuel poverty, domestic energy issues and assessing the impact of associated policy and practice interventions. The Team is strengthened by working closely with colleagues within NEA and with external partners. This collective breadth of insight ensures that NEA is the expert voice on behalf of the fuel poor and helps the charity in achieving its vision of no-one living in fuel poverty.

Supported by NEA’s Research Manager, you will lead on the development and delivery of research and evaluation projects designed to support the charity’s objectives, and the integration of insights from across the charity’s policy, research and practice work streams to provide an up-to-date evidence base from which to influence internal and external policy and practice. You will support the Policy Team through the contribution to NEA policy statements, and responses to policy papers and consultation documents by providing research evidence to inform the charity’s position. Maintaining and raising the profile of NEA and its research and policy work, you will develop collaborative partnerships with research partners and funders, as well as communicate and disseminate NEA’s work to a wide and varied audience.

**Term and Conditions of Employment**

**Salary:** The salary range is £32,670 to £34,475 (Scale PO points 29-31) – starting salary at bottom of scale (pay award pending).

**Hours of work:** 37 hours per week, Monday to Friday on a flexi-time basis. Applicants must be willing to work away from home as required. In the event of work undertaken on evenings or weekends, and which may involve travel away from the office, time off in lieu of payment is given.

**Contract:** This post is temporary.

**Holidays:** 25 days, plus 3 additional days in the Christmas/New year period, plus all public holidays per annum.

**Pensions and other benefits:** NEA offer a money-purchase, non-contributory pension scheme. 11½% of basic salary will be paid by NEA into the pension. NEA also offers death-in-service cover to state retirement age and enhanced sick pay.

**Office:** NEA’s Headquarters, West One, Forth Banks, Newcastle upon Tyne. NE1 3PA

**Smoking:** NEA has a firm “No Smoking” policy.

**Interviews**

Interviews will be held by video conferencing on **Tuesday 26 May 2020** – please indicate in your application if you will be available on this date should you be selected for interview.

Shortlisted candidates selected for interview will be notified by **4pm on Friday 22 May**.

**Application Procedures**

Applications should be submitted on an NEA application form. Use this form to detail why you are interested in the post, your qualifications, experience and any other relevant information. CVs are not accepted.

For an informal chat about this vacancy please contact Helen Stockton, NEA Research Manager on 07850 775302 or email helen.stockton@nea.org.uk.
The closing date for applications is **12 noon on Thursday 21 May 2020**. Please address your application to: Tracy Norris, Business Support Officer, National Energy Action, Level 6, West One, Forth Banks, Newcastle upon Tyne, NE1 3PA or email tracy.norris@nea.org.uk.

NEA aims to be an equal opportunities employer. We welcome applications from any applicant who has the necessary skills and experience for the post.
JOB DESCRIPTION

Post: Senior Research & Policy Officer (Maternity Cover) Fixed term for 9 months (possible extension)

Responsible to: Research Manager

Directorate: Policy and Research

Office location: Newcastle upon Tyne

Grade/salary: Scale points 29-31: £32,670 to £34,465 (pay award pending)

Responsibilities:

1. Lead on the design, development and delivery of social research and evaluation programmes using a variety of qualitative and quantitative research methods relevant to NEA’s objectives

2. Maintenance of an outcomes framework to capture charity-wide project outcomes and impact.

3. Work closely with the NEA’s Research and Policy Managers to lead on the integration of insights from across the charity’s policy, research and practice work streams to provide an up-to-date evidence base from which to influence internal and external policy and practice

4. Contribute to the formulation of NEA policy statements, and responses to policy papers and consultation documents by providing research evidence to inform the charity’s position

5. Produce high quality research reports, briefings and blogs for publication and disseminate the contents to appropriate internal and external audiences

6. Support the effective liaison of NEA’s research work programme with other activities within the charity to support the its advocacy and campaigns work

7. To identify research topics for the charity and develop new programmes of work, including preparation of funding applications and presentations to funders/commissioners

8. To initiate and develop collaborative working partnerships with individuals and institutions involved in research and policy on fuel poverty and energy efficiency in the UK and beyond

9. Maintain and support the profile of NEA’s research and policy programmes through its website and identifying and contributing to local and national/international conferences, seminars and training events as appropriate to disseminate findings to inform and influence our stakeholders

10. Supervise the work programme activities of research colleagues

11. Other responsibilities commensurate to the grade may be agreed from time-to-time

NB: Some travel away from the office-base from time-to-time
Person Specification

Senior Research and Policy Officer

Candidates should meet the following essential criteria:

1. Educated to degree level in a social science, or a related discipline with a social research component
2. At least three years’ applied experience in a research role, and substantial experience of undertaking social research, including appropriate quantitative and qualitative methodological approaches
3. Excellent analytical skills and ability to synthesise complex data to develop evidence-based insights
4. Excellent interpersonal skills, including experience of conducting structured and unstructured interviews, including face-to-face, leading group interviews/focus groups, and professional and empathetic conduct
5. Ability to think strategically and respond rapidly to external developments
6. Experience of working in a public policy environment to deliver change
7. Compelling and effective oral and written communication skills and the ability to write for and present to different audiences
8. Excellent ability to work independently and collaboratively. You will be highly motivated, organised and able to manage your work commitments effectively
9. Confident and skilled in the use of Microsoft Office, including Outlook, Word, Excel and PowerPoint
10. Experience of using quantitative analysis software package SPSS and qualitative analysis package nVivo (or similar)
11. Commitment to the aims and objectives of NEA and the eradication of fuel poverty

Desirable criteria:

1. Post-graduate degree in a relevant subject
2. Knowledge of energy consumer and sustainable energy consumption issues in the UK