

**About the Association of Colleges**

At the heart of every community should be a strong and successful college, supporting students, delivering skills, transforming communities, promoting social justice, working with employers, and growing the economy.

Association of Colleges is the national voice for further education, sixth form, tertiary and specialist colleges in England. We are a not-for-profit membership organisation established by colleges, for colleges. Our members make up almost 95% of the sector - transforming 2.2 million lives each year.

Acting as the collective voice, we represent and promote the interests of colleges, and provide our members with high-quality professional support services, including training, events and recruitment.

The AoC group also includes: **AoC Services** - supporting all colleges to be great colleges by delivering high quality and cost-effective further education events, training and development, executive recruitment, interim management and strategic consultancy services; **AoC Jobs** - the first and only stop for anybody looking for a new job in further education; **AoC Sport** - leading the development of sport and physical activity in 16+ education; and **AoC Charitable Trust** -promoting the very best in FE with some of the biggest and most respected awards in education, including the AoC Beacon Awards, AoC Gold Awards, and Student of the Year.

**JOB DESCRIPTION**

**Job Title: Research Officer (Maternity Cover)**

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| **Job Purpose:** to create and analyse data and research, supporting the research, policy and communications functions at AoC. |
| **Department** | Policy |
| **Reports To** | Senior Policy Manager, Research and Evidence |
| **Role Level** | Professional/Specialist  |
| **Contract Type** | Fixed-Term Contract (maternity cover role) – minimum 6 months with possibility of extension depending on when the substantive postholder returns from Maternity Leave |
| **People Management** | None |
| **Monetary and Risk Responsibility** | **Budget:** No budgetary responsibilities.**Risk Management:** Small element of reputational risk e.g. if research and data generated are not of the required standard (this is managed within the team). |
| **External Key Contacts** | RCU, DfE, ESFA, universities, research partners |
| **Internal Key Contacts** | Research, Policy, Comms, Public Affairs teams |

**Key Accountabilities & Responsibilities**

1. Conducting surveys on a wide range of issues affecting colleges to support AoC’s research and lobbying work to MPs, government officials, media and other stakeholders, thus directly informing and influencing government policy outcomes as well as providing colleges with useful data. This includes survey design, data collection, analysis and presentation of findings in written, tabular and statistical format.
2. Supporting the production of the annual national college key facts leaflet (an overview of the main facts and figures relating to colleges) for member colleges and external stakeholders.
3. Analysis of Individualised Learner Record and other large datasets to provide analysis and evidence on the work and impact of colleges.
4. Analysis and interpretation of data, statistics and research collected and produced by government departments and other organisations within the further education sector, e.g. college financial data, funding allocations to individual providers, statistics on student numbers, student achievement data including A-levels and GCSEs and success rates at institution level, etc), Ofsted inspection results for each college, staff statistics, higher education provision in colleges, employer engagement, etc.
5. Respond to ad-hoc data queries from AoC colleagues for use in consultation responses, media queries, policy papers, national publications and presentations at conferences/meetings.
6. Provide regional breakdowns of relevant statistics to AoC Area Directos.
7. Maintain and update list of all colleges in UK and record college merger activity liaising with Member Services and Finance departments to update systems.
8. Build up the range of sector data available for use by AoC.
9. Respond to ad-hoc data and information queries from colleges.
10. Respond to ad-hoc data and information queries from relevant sector organisations.
11. Maintain and update the Research content on the AoC website.
12. Support the work of the team, undertaking any other reasonable duties consistent with the role, as directed by the line manager or senior colleagues.

**PERSON SPECIFICATION**

The following details the essential criteria for the role and how these will be assessed/ measured during the recruitment process. *Key:* A = Application; I = Interview; T = Test

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| **Education/ Qualifications/ Professional Bodies**  | **Assessment** |
| GCSE Maths grade C or above, or equivalent level numeracy qualification | A |
| **Knowledge, skills, ability and experience** |  |
| Experience in data gathering and analysis | A |
| Track record in survey design, management and analysis | A/I |
| Confident in using survey platforms including, but not limited to, SurveyMonkey | A/I |
| High level of accuracy and attention to detail | A |
| Strong numeracy skills with ability to analyse data to create statistical information for reports | A |
| Excellent written communication skills with ability to adapt style effectively to different audiences | A |
| Strong interest in education policy and practice, particularly further education | A/I |
| Excellent interpersonal and teamworking skills | I |
| Computer confident, good skills and knowledge of Microsoft Office, as well as data software such as, but not limited to, Power BI. | A |
| Demonstrates respect for equality and diversity and works to actively promote an inclusive work environment and good working relationships among colleagues | A / I |

**Acknowledgement**

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.