

Role and person profile

Post title:	Researcher	Location:	Manchester / Guildford
Division:	Research and Regulation	Department:	Research and Development
Reports to:	Research Manager	Responsible for:	
Scale:	SCP 21 - 25	Permanent/FTC/Temp:	Permanent
Post no:			

Section 1 – Accountabilities

Main role purpose:

To work with Research Managers and Lead Researchers to provide research and development services that support organisational improvement, development of innovative practices and products, and help position AQA as a thought leader in the assessment research community. The post holder will work with senior staff in Research & Development and colleagues across the business to create and deliver outputs in operational, assessment design or policy-related contexts, using research skills to support senior staff in Research and Development to make recommendations and decisions in complex, open-ended situations. This will require developing specialist knowledge of appropriate research methodologies and development techniques.

The postholder will contribute to projects within the team's matrix management model, supporting and leading tasks or projects as required.

See strategy if required <http://thehub.aqa.org.uk/About/2020-strategy>

Key result areas:	Outcomes:
Customer (external or internal) Being trusted and reliable in assessment design and delivery	Working with colleagues from across the business, contribute to the development and delivery of research and development projects and services for the business, encompassing, as appropriate, operational, assessment design and policy research.
	Develop and maintain collaborative working practices that feed into organisational objectives and facilitate knowledge exchange and co-creation of research and development outputs.
	Provide proactive advice and guidance to colleagues on research and development related issues, and the relationship of these to their areas of work.
	Build effective working relationships with internal colleagues, influencing thinking in relation to research and development.
	Represent the team on AQA groups, sharing insights to inform and support AQA decision making, where required.
	Contribute to the evaluation and monitoring of the requirements for research and development services in the organisation and provide expertise in relation to the

	provision of research and development solutions.
Cash (finances) Ensuring sound financial management and a robust asset base	Ensure that projects meet business needs flexibly, responsively and to agreed time, cost and quality criteria.
	Demonstrate commercial flexibility by undertaking other responsibilities which are of a commensurate level as business needs change.
Product and internal processes Delivering quality products and outcomes – as recognised by the customer	Contribute to projects to design and deliver research-driven solutions to business needs in operational, assessment design or policy-related contexts.
	Working individually or with senior colleagues in Research and Development, produce and deliver research reports, presentations and other outputs that are clear, succinct and fit for purpose and audience, and that advance AQA and/or industry knowledge.
	Work with colleagues within Research and Regulation and in other business areas to ensure that research and development activity delivers outputs and outcomes that achieve impact targeted to the needs of the business.
	Develop knowledge of approaches to research and development, ensuring that all work uses state of the art methods, reviewing the impact of and approaches to research taken by similar organisations.
	Contribute to the ongoing development of the team's research and development practice.
	Ensure AQA is safe and legally compliant by applying AQA's policies and other legislative requirements including but not limited to HSE, Equal Opportunities and ISMS.
People and culture Ensuring we have great people achieving their potential	Contribute to a motivated and positive team culture, focussed on service delivery and continuous improvement.
	Work with others to achieve the organisation and team vision, modelling AQA's values and behaviours, contributing expertise and developing self to achieve excellence.
Technology Delivering demonstrably secure, reliable, agile and cost-effective systems	Makes good use of appropriate and innovative research and development technologies in support of the achievement of AQA strategic objectives
Government and external Providing timely, valued insight and evidence that inform policy	Develops a public voice in the assessment research community that contributes to the maintenance and enhancement of AQA's reputation in educational assessment and its influence on the development of assessment policy and practice.
	Working with senior colleagues in R & D, ensures that external dissemination of research secures targeted impact and maintains the organisation's reputation as a centre of excellence in research on educational assessment.
	Where appropriate, represents AQA at seminars and conferences, sharing insights and expertise to inform and influence thought in the industry.

Section 2 – Key relationships and performance

Key internal relationships:

- Colleagues from across the business who are customers of Research and Development services, especially in Qualifications and Markets, Operations and Policy teams

Key external relationships:

- AQA customers, regulators and policy stakeholders
- The academic assessment research community

Key performance indicators:

- Under the supervision of senior staff in R & D, delivery of research and development projects and services in line with cost, quality, and time KPIs.

Section 3 – Person profile

Knowledge	Assessment
Knowledge of a range of research methodologies and development techniques and their purposes, uses and potential impact.	A/I/P
Understanding of the assessment research environment and awareness of key debates, players and influencers.	I/P
Broad understanding of the political, educational and business context within which AQA works	I/P
Qualification	
Educated to degree level or equivalent professional qualification or demonstrable experience for the required role	A
Skills	
The ability to think analytically, to understand and synthesise complex, diverse and incomplete information and to present reasoned arguments	A/I/P
The ability to produce, gather and interpret complex quantitative and qualitative information to support sound decision-making	A/I/P
Strong interpersonal and communication skills, able to build rapport with a diverse range of stakeholders.	A/I/P
The ability to work both independently and as part of a team.	A/I/P
The ability and willingness to constructively challenge the thinking of others	A/I/P
The ability to compile and present research reports and insights in a variety of formats and styles in both written and spoken forms	A/I/P
The ability to assess risks and recommend actions	A/I/P

Experience	
Experience of contributing to research and development projects in a relevant discipline	A/I/P
Experience of using appropriate methodologies to deliver research and development solutions to business needs in a high stakes regulated environment.	I/P
Experience of communicating with and influencing internal and external stakeholders.	I/P
Behaviours	
We treat everyone well and with empathy.	A/I/P
We achieve amazing things by working together.	A/I/P
We are open and honest.	A/I/P
We do what we say we are going to do.	A/I/P
We continuously learn and improve.	A/I/P
We act in the best interests of AQA.	A/I/P
We are optimistic and determined.	A/I/P
We value everyone's expertise.	A/I/P

Additional

As post holders will or may be visiting customers and centres, there is a requirement for them to complete a Child Safeguarding Declaration in line with the AQA Child Protection Policy.

Assessment key (criteria to be assessed at the selection stage)

A – application (it is **essential** to provide evidence on application for shortlisting purposes)

I - interview

T – test (or work sample)

P – probation