

JOB DESCRIPTION	
Job Title:	Senior Research Manager
Location:	Westminster Office
Reports to:	Policy Director
Responsible for:	Line management of two senior policy advisors, while overseeing the survey and research programme of FSB's policy team.
<p>Job Purpose: To manage and oversee a high quality research programme that makes good use of member data. To lead our survey programme, keeping members engaged and driving response rates, working with partners inside and outside the organisation.</p>	
<p>Key Areas of Accountability:</p> <p>Leadership of the research programme</p> <ul style="list-style-type: none"> • To manage FSB's survey-programme, working with external partners to drive member engagement through surveys, and ensure surveys are contributing to influential FSB research. • Apply excellent analytical skills to FSB's policy programme for the UK and England, including high level numerical ability in relation to survey work and statistical analysis. • Oversee the regular production of high-quality and timely policy research reports – based on robust qualitative and quantitative data – that effectively target Government policymaking in the areas that are most salient and impactful for small businesses. • To apply project management principles in a changing political/Government environment, ensuring plans are resilient but also flexible/adaptable. • Manage the policy research programme timeline, working with a wide variety of internal stakeholders – particularly media, communications and public affairs colleagues across the business – to ensure delivery and create policy change. • Create consistent and clearly understood standards for the design, production and delivery of research from the Westminster Office and to performance manage (whether through direct line management or task management on research projects) policy team performance. • Work with FSB's devolved policy leads and regional field staff lead to gain input into the research programme, and to encourage them to use its findings and conclusions in their areas and work. <p>Management</p> <ul style="list-style-type: none"> • Line management of two senior policy advisors. • Motivate and provide research oversight to the entire policy team, to ensure a joined-up approach to cross-cutting policy research projects and thought leadership. • Plan, prioritise and organise multiple workstreams across the team, focussing and redirecting staff resources accordingly. • Working with the Policy Director, manage the workflow through the policy team, structured around the research and survey programmes. • Deputise for the Policy Director at senior management catch ups in the Westminster Office, and other FSB internal and external meetings, presentations and events. 	

This job description is not intended to be an exhaustive list of duties and responsibilities. The job description will be reviewed and updated as the needs of the business evolve.

- Act as a corporate leader and role model – translating wider corporate FSB objectives into reality through the work of the policy team and the wider Westminster Office, working closely with the Heads of the public affairs, media & communications, international and admin teams.
- Ensuring the appropriate data flows and feedback loops with the FSB’s Commercial Team to inform member services, products and marketing.

General

- Comply with requirements and procedures of FSB, in relation to administrative and financial processes, and to act with a high level of integrity at all times.
- Maintain safe working practices in accordance with health and safety policy
- Support the Policy Director and Executive Director (External Relations) as required
- Undertake other duties relevant to the department’s activities, for example travelling to FSB’s regional/devolved network and in accordance with the level of the post, as directed by the Policy Director

PERSON SPECIFICATION		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree (or equivalent calibre) 	<ul style="list-style-type: none"> 2:1 or Post-graduate degree in relevant subject
Experience	<ul style="list-style-type: none"> Experience of direct line management, and bringing out the best in that team Proven policy experience gained from employment in a field related to one or more policy portfolios in one or more of the following: <ul style="list-style-type: none"> Policy / public affairs post in a business, a business organisation, a think tank or similar UK Civil Service or public agency; UK political party, such as covering press/policy; UK Parliament, such as for an MP, Peer or Select Committee Experience within a role which required the incumbent to take responsibility and ownership for decisions made 	<ul style="list-style-type: none"> Experience of small business issues Experience of policy issues at UK and/or England level Experience of working in a membership organisation Experience of working with devolved or International/EU policy issues Previous experience of political campaigning work
Knowledge	<ul style="list-style-type: none"> Thorough knowledge of Westminster political processes and systems Good knowledge of key political figures in the UK Government and Parliament 	
Skills	<ul style="list-style-type: none"> Clear demonstration of management and leadership ability – including the ability to lead and motivate Strong and proven strategic skills including the ability to bring disparate view points and philosophies together into a coherent strategic direction 	

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	<ul style="list-style-type: none"> • Excellent communication skills with diverse audiences including senior management • Proven corporate leadership skills in a multi-functional team environment • Excellent analytical skills including high level numerical ability with survey work and statistical analysis. 	
<p>Specific Requirements</p>	<ul style="list-style-type: none"> • Ability and willingness to work irregular hours (mainly evenings) when required • Willingness to undertake travel across the UK 	<ul style="list-style-type: none"> • Ability to drive and clean driving licence and access to an appropriate vehicle

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