

# Information pack for researcher positions

June 2018



## 1 Introduction

Thank you for deciding to find out more about the researcher positions at Cordis Bright. We are a company that continues to grow and we are looking to add additional skills and capacity to our research team.

This pack contains further information about the role of researcher and the people we are looking for. People who thrive with us tend to be ambitious, self-motivated, intelligent, and have a strong commitment to the public sector. This pack contains further information about:

- The kinds of work Cordis Bright does
- The role of researchers
- The people we are looking for
- The package
- How to apply

If there is any further information that you would like, or to have an informal, confidential discussion then please do not hesitate to contact Julie Ireland, Office Manager on 020 7330 9170. She will be able to schedule a convenient time to talk to a member of our management team.

## 2 The kinds of work Cordis Bright does

Cordis Bright is a consultancy and research firm specialising in children's services, criminal justice, adult social care, and the NHS. We work with central government, local authorities, clinical commissioning groups, NHS Trusts, police, independent sector and others to help improve outcomes. We are looking for people to join our research team.

- We believe in delivering the best we can for our clients. We require work of the highest possible standard that delivers impact and value. We like a challenge and bring energy, passion and commitment to our work. However, we're not obsessive and genuinely seek to promote a healthy work-life balance.
- We apply intellectual rigour, thoughtful application of skills, and evidence of what works to help our clients. We believe in honesty, with straightforward and open communication.
- We take a collaborative approach. We welcome diversity – of people and of opinion. We give people room to make an impact in a supportive environment where each team member is recognised and rewarded for their individual contribution.

Examples of recent projects which included substantial research input are:

<i>Review of what works in supporting people with long-term conditions</i>	<i>Needs assessment on violence against women and girls</i>	<i>Evaluation of NHS Vanguards</i>
<i>Competitor analysis on behalf of a large national learning disability charity</i>	<i>Review of hospital discharge processes for a London Borough and NHS</i>	<i>Evaluation of a new case management approach to working with children and young people with complex needs</i>
<i>Review of initiatives designed to safely reduce the number of looked after children placed out-of-area</i>	<i>Housing needs assessment for those requiring social care support</i>	<i>Training needs analysis in relation to children and young people's mental health and wellbeing</i>

More information about our work is included on our website: see [www.cordisbright.co.uk](http://www.cordisbright.co.uk).

### 3 The role of researchers

Researchers form a core part of the team for the vast majority of our assignments. Researchers provide fieldwork and analytical expertise. They are usually required to work on about 5-8 projects simultaneously.

Researchers have four main roles:

- Undertaking desktop reviews of secondary data sources, e.g. strategies, action plans, case studies, research papers, demographic, socio-economic and performance data, and financial information.
- Organising, designing and undertaking fieldwork with a range of different stakeholders, e.g. interviews with family support workers, focus groups with parents/carers, consultation events with children and young people, questionnaires to adults using mental health services.
- Completing analysis, e.g. of small and large scale quantitative and qualitative data. For the former, you must feel confident at undertaking analysis within Excel and, ideally, SPSS. For the analysis of qualitative data, you should be familiar with approaches that use thematic approaches.
- Drafting sections of research and consultancy reports.

The work of the research team is overseen by Dr Stephen Boxford, Head of Research. For individual assignments, researchers report to a consultant or senior consultant (depending on the size and nature of the project). That said, there is a high degree of autonomy and independence. People are encouraged to take responsibility for their own workload and for securing and delivering maximum impact for clients.

We are keen to appoint researchers who have the skills, experience and drive to progress to consultant roles. This involves greater responsibility for client engagement, project management, change management and business development. Researchers are encouraged to develop relevant skills via formal and informal training, mentoring and support.

Here's how members of the team described their experience at Cordis Bright:



**Emma Van Oss, Researcher**

*My favourite thing about working at Cordis Bright is the variety. Because we work across sectors and clients, I'm often learning about a new topic and there's lots of opportunity to develop your skills. Sometimes this can mean stepping outside your comfort zone, but the rest of the team will always offer help and advice if it's needed. Generally each person has a lot of autonomy, and if anyone has an idea about how the company can improve, their opinion will be listened to.*

*It's difficult to pin down a 'typical day' but over a couple of weeks I might be drafting a report, conducting interviews (on a site visit or on the phone), reviewing academic literature and analysing some quantitative survey data. I like being able to see a project through from start to finish, and seeing how people's lived experience ties into a broader policy context. As a researcher you're usually more familiar with the data than anyone else, so you play a really central role in drawing out recommendations for our clients. It's exciting to see your findings combined with the expertise and broader perspective of more experienced colleagues, to make robust and evidence-based conclusions that will actually be useful for people working in the sector.*



**Matt Irani, Consultant (promoted from Researcher)**

*There is no such thing as a typical day working for Cordis Bright. Being part of a small and energetic team means there are always new opportunities to work in new areas. Whilst this requires you to be organised and flexible, it also gives you the independence to manage your own time and workloads, and there's always support available from the rest of the team, both formally and informally.*

*Perhaps the most challenging part of the role is being involved in a range of projects at any one time. Working across a range of sectors, with a variety of clients, means using a number of research skills to engage with diverse groups of stakeholders and service users. In addition to fieldwork, the role allows you to be heavily involved with the delivery of the end products to clients, with effective research and intelligent analysis resulting in a substantive and rewarding process which can lead to genuine positive change in the sectors we work in.*

## 4 The people we are looking for

The table below shows the knowledge, skills and experience that we are looking for in a candidate. In summary, we are looking for people with a strong interest in the delivery of public services, who have a solid background in research. We are keen to ensure that our team reflects the diversity of backgrounds, genders, sexual orientations, ethnicities, experiences and viewpoints in our society today.

Requirement	Importance
Strong academic background from an excellent university (minimum 2:1 in first degree)	<b>Essential</b>
Masters level or other post-graduate qualification	Desirable
Academic background in social science or social policy	Desirable
At least one year of work experience post-first degree	<b>Essential</b>
Previous experience within research or consultancy	Desirable
The drive and capability to progress to consultant role within Cordis Bright	<b>Essential</b>
A versatile research skill-set, able to undertake qualitative <u>and</u> quantitative research	<b>Essential</b>
Confident and skilled in the use of Excel for analysis of quantitative data	<b>Essential</b>
Previous experience of using SPSS, or similar statistical software packages, for social research	Desirable
An active and demonstrable interest in the sectors in which Cordis Bright specialises	<b>Essential</b>
Strong communication skills, in particular report writing	<b>Essential</b>
Excellent time management and organisational skills	<b>Essential</b>
Well-rounded interpersonal and presentation skills	<b>Essential</b>
Strong analytical skills	<b>Essential</b>
Commercial and business acumen	<b>Essential</b>
Strong self-starter with a high degree of initiative and personal responsibility	<b>Essential</b>
A proactive, self-motivated outlook and a commitment to delivering high quality	<b>Essential</b>
A strong commitment to the public sector and the provision of public services	<b>Essential</b>

We are looking for permanent researchers to join our team. These are full-time, salaried roles, based at our London office (although with the possibility of extensive travel for fieldwork purposes across England and Wales). They form a core part of the wider Cordis Bright team, helping to develop strategy and contribute to business development, as well as the delivery of projects.

## 5 Package

Benefit	Details
Salary	Basic researcher salaries are £27,500.
Profit share	One third of profits are allocated to the bonus pool and allocated to all staff based on salary.
Holiday	Holiday entitlement starts at 20 days and rises to 25 days after two full years of service. We also close over the Christmas and New Year period which essentially adds another five days to your holiday entitlement.
Pension	Cordis Bright makes a contribution of 5% of gross salary to a pension scheme. From April 2019, employees will be required to contribute 2% of their salary in order to comply with national requirements in relation to workplace pensions. Employees also have access to a second Stakeholder Pension.
Other benefits	Other benefits include life assurance, enhanced sickness benefit, access to an independent financial adviser, childcare vouchers, and season ticket loan.
Location	Researchers tend to live within easy reach of our offices in London (23/24 Smithfield Street, London EC1A 9LF). This enables close liaison with other team members. We work across England and Wales so travel for fieldwork purposes is expected, but this work rarely involves long-term postings outside of London or within client-sites.

## 6 To apply

As part of our commitment to promoting diversity and equal opportunities we operate a blind candidate screening and shortlisting process. This involves ensuring that the candidate's name and any demographic information that can lead to (conscious or unconscious) bias are not seen by the shortlisting panel. With this aim in mind, please ensure you closely follow these instructions. Your application should consist of the following:

1. A completed application cover sheet (see separate document). This will ensure that we have your contact details. It will only be seen by our Office Manager (who is not involved in shortlisting) and will be separated from your CV and application letter before review.
2. A CV (two sides of A4 maximum) detailing your employment and education history to date. Please make sure your CV:
  - a. Contains a clear career timeline including periods when you were not in work or education.
  - b. Does not contain your name or any other demographic information such as address, gender identity, ethnicity, nationality, sexual orientation, or date of birth.
3. An application letter (two sides of A4 maximum) covering four main topics:
  - a. Why you would like to join Cordis Bright.
  - b. Your experience of undertaking research.
  - c. Other relevant work experience.
  - d. Your Word, Excel and SPSS (or similar) skills and how you have used these.

Please ensure that your application letter does not contain your name or any other demographic information such as address, gender identity, ethnicity, nationality, sexual orientation, or date of birth.

Please include in the subject field of your email 'application for researcher'.

**Please send this to [recruitment@cordisbright.co.uk](mailto:recruitment@cordisbright.co.uk) by the deadline of noon on Monday, 16 July. We plan to hold formal panel interviews in London on Thursday, 26 July.**

Some other things you may need to know:

- We are committed to equal opportunities.
- We do not accept applications via employment agencies or head-hunters.
- We will consider part-time or job-share arrangements. If this is of interest please highlight this in your application.
- If successful, you will be asked to complete an enhanced Disclosure and Barring Service check.



- You must have the legal right to work in the UK as we are unable to sponsor work visas.