



Research Manager

In pursuit of our mission, and to drive new growth, we are looking for a Research Manager to join us in inspiring great leadership by taking a lead role in our varied research programme. This is a new and challenging role that will offer the right person the opportunity to contribute to the continued development of our research profile.

Salary:	£37,000 – £42,000 per annum (depending on experience)
Hours:	35 per week, some evenings (no more than one per month) Flexible hours, could be less than 35, for right applicant. Job share considered.
Holidays:	25 days per annum plus statutory holidays
Location:	Home based
Contract:	Permanent

Benefits

- 25 days annual leave per annum/pro rata plus statutory holidays
- Additional leave days awarded on length of service*
- Company pension contribution
- Non-contributory life assurance
- Employee Assistance Programme (EAP) including 24/7 support helpline
- Additional maternity pay and leave*
- Additional paternity pay*

The Institute of Leadership & Management (formerly known as ILM) is the professional membership body for leaders, managers, coaches and mentors. We believe inspirational leadership holds the key to personal fulfilment, social wellbeing and economic prosperity. By connecting like-minded people, we aim to influence and inform and be the source of pioneering thought leadership and commentary in our field.

The post is home based but the successful applicant will be expected to attend meetings on a weekly basis in Tamworth and or London. In support of the dissemination of our research outputs, the role will require some travelling and evening work.

The Research Manager is responsible for devising, planning, implementing and evaluating research activity. This is a great opportunity for someone with a strong research background in leadership and management who wants to be home based, work flexibly and be willing to take responsibility for the delivery of a variety of research outputs

If you have the essential qualifications and a research background in leadership and management and would like to be considered for the role, please download further information from our website

<https://www.institutelm.com/about-us/current-vacancies.html>

Then email the following to juliet.kampasi@institutelm.com

- A statement (maximum 2 pages) or audio file, e.g. MP3 file, (maximum 4 minutes) that demonstrates how you meet the criteria listed in the person specification.
- An up to date CV

Please do not submit a 'CV only' application as it will not be considered

Closing date for applications is 3rd November 2017, we will be conducting interviews by video conference in the first instance **during the week commencing 13th November 2017**. Although we will attempt to contact every applicant prior to the interview date, if you have not heard from us by 17th November 2017, please assume you have not been successful on this occasion.

We embrace inclusivity and diversity.

Job Description

Research Manager

Reports to: Head of Research

Purpose: To drive the Institute's research activities extending reach and impact

Line Management: Currently, there are no direct full-time reports, but involves line management responsibilities of a team of freelance consultants

Key responsibilities:

- **Undertake primary and secondary research**, prepare literature reviews, design research projects, conduct and analyse data, draft reports, identify headline results of the research for publication
- **Develop collaborative relationships** with individuals and stakeholder organisations in order to further the performance and achievement of the institute in delivering its research agenda
- **Dissemination of research findings** both in writing and verbally; interpret and explain complex information to non-experts
- **Innovation:** Create innovative research solutions to enable the institute to grow and achieve its mission to inspire great leadership – everywhere.
- **Values:** Promote the Institute's values by adopting consistently high standards of professionalism.

Person Specification

Research Manager

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none">• An undergraduate degree and relevant postgraduate work experience.• An MBA or other masters in leadership and management• The capacity for active engagement in designing research	<ul style="list-style-type: none">• Doctorate in area of leadership and management• Coaching or mentoring qualification• Membership of relevant Professional Body
Experience	<ul style="list-style-type: none">• A research record appropriate to the present stage of the applicant's career.• An ability to work well with a range of stakeholders in the business community, to understand how different types of businesses are organized, led and managed.	<ul style="list-style-type: none">• The potential to win research funding and contribute to writing and applications for external research funding.• Experience of research in coaching or leadership and management development
Knowledge	<ul style="list-style-type: none">• Evidence of, or clear ability to, generate publications in leading business /management channels• Excellent communication and presentation skills and an ability to make research findings accessible to a range of audiences• The ability to produce copy for websites, newsletters, reports and papers of a standard suitable for publication.• Evidence of the ability to manage own research and	<ul style="list-style-type: none">• Editorial experience• Experience of working with business and/or business facing organizations.

	<p>administrative activities to meet deadlines</p> <ul style="list-style-type: none"> • An understanding of the contributions that leadership and management development make to organizational strategy and effectiveness • Understanding of research impact in an applied context 	
Skills	<ul style="list-style-type: none"> • Experience and competence in use of data analysis software and basic IT skills (including Outlook, Word, Powerpoint and Excel). • Experience of using and interpreting SPSS and/or NVivo 	<ul style="list-style-type: none"> • Project management skills,
Disposition	<ul style="list-style-type: none"> • Self-motivated, self-disciplined and able to operate with little direct supervision • Organised and methodical, with an eye for detail • Team player and excellent communicator • Committed to continuous improvement in research outputs • Well presented, able to act as an ambassador • Committed to principles of diversity and inclusivity 	<ul style="list-style-type: none"> • Empathy with not-for-profit/charity sector
<p>Our Values</p> <p>Our values are drawn from the Dimensions of Leadership that underpin our thinking about leadership, what great leadership looks like and how individuals can develop their own leadership capability.</p> <p>What our values mean in practice</p>		

Authenticity

We behave with integrity and are trusted. We know and are true to their values, we act ethically and have the courage to challenge others to do likewise.

Vision

We look ahead, innovate, have the resilience to take risks and cope with the unknown. We understand that vision requires a willingness to continually progress; an urge towards learning, growth and development.

Ownership

We take responsibility for our own actions and interactions, we use initiative, are decisive, solve problems, abstain from blaming, and reflect critically on events and our role within them.

Achievement

We are high performers, we have purpose, deliver measurable results, are proud of our work, stretch ourselves and others, are adaptable and engage in activities that improve our performance.

Collaboration

We understand the importance of relationships and networking, we work effectively with others: we involve, motivate and engage our colleagues, we are socially sensitive, manage difference, are easy to work with and embrace change.