

Job Description

Job title	Researcher (AD&G, Research and Development)
Reports to	AD&G Manager (Research & Development)
Location	Cardiff / Swansea / Abergele
Direct reports	None
Salary band	Band 3

Job Description
Job Purpose
<p>Accountable to the Research and Development Manager (R&D) Manager, and responsible for supporting and delivering specific elements of the Research and Development function.</p> <p>Focusing particularly on research and development but also contributing to wider Audit Development and Guidance (AD&G) activities.</p> <p>If contributing to operational audit work, accountable to the relevant Manager or Audit Lead as required for delivery of that specific task.</p>
Main Duties
<p>Supporting the delivery of a Research and Development function</p> <p>Knowledge discovery:</p> <ul style="list-style-type: none"> Supporting stakeholder and other primary research through developing surveys and questionnaires. This will include selecting and implementing appropriate tools, undertaking data collection and analysis. <p>Knowledge Capture</p> <ul style="list-style-type: none"> Supporting relationships with relevant stakeholders and supporting/maintaining appropriate networks. Participating in horizon scanning activities through research, attending conferences, seminars, or webinars, reading research articles and involvement in working groups and communities of practice. Undertaking focused research to inform topics for inclusion in our annual audit programme and to develop specific external products in line with relevant quality requirements. Keeping relevant records and information storage (e.g. SharePoint sites) up to date <p>Knowledge Sharing</p> <ul style="list-style-type: none"> Contributing to the development and application of knowledge management processes, to ensure that the right information is shared with the right people at the right time. Producing clear and robust analysis to inform audit programmes and product development. Using knowledge gathered to identify risks and opportunities for Audit Wales.

Knowledge application

- Supporting the development of external products on public service delivery issues, such as think pieces and blogs

Contributing to the wider AD&G team

As part of the AD&G team, assisting in the development and delivery of relevant team activities.

Supporting other colleagues in AD&G with relevant information and research outputs.

Contributing to other work

Where required, providing Audit Services with support in delivering audit work. This could include:

- Contributing knowledge to the scoping of audits and issues analysis.
- Supporting the production of outputs (e.g. blogs) with relevant research and information.

Key Results Areas

- Producing and contributing to a range of research and analysis to support local and national performance audit work
- Supporting and facilitating a range of effective meetings both internally and externally
- Drafting written outputs which are clear and in line with relevant quality requirements.
- Presenting findings or research as required to relevant internal and external stakeholders
- Assisting in the design of audit tools / templates (e.g. checklists, interview schedules) of relevance to the theme researched, and guidance for their use
- To act as a role model for the values and behaviours of Audit Wales

General

Our Values and behaviours

Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours.

Confidentiality and Information Security

The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

Equality

The Public-Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

Health and Safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

Security Checks

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition, all mobile staff are subject to security vetting arrangements to CTC (counter terrorist check) security level.

Dignity at Work

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under Audit Wales Dignity at work policy.

Welsh Language

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.
All job descriptions will detail whether the ability to speak Welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish

Person Specification	
Requirement	Essential or Desirable
1. Qualifications	
1.1. Educated to degree level or equivalent relevant experience	Essential
1.2 Post graduate or professional qualification in a relevant discipline	Desirable
2 Skills and abilities	
2.1 A basic understanding of the Welsh public sector and the related political environment	Essential
2.2 Sound analytical skills	Essential
2.3 Demonstrate effective written skills, for the production of clear, accessible and succinct notes and briefing papers	Essential
2.4 Proficient in use of Microsoft Office packages	Essential
2.5 Ability to work flexibly and manage own time effectively	Essential
2.6 Well developed analytical, numerical and audit research skills.	Essential
2.7 Willingness to continually acquire new and relevant technical, statutory and specialist knowledge and skills	Essential
2.8 Ability to develop and maintain positive and professional working relationships with people in relevant external bodies.	Essential
2.9 Sound questioning and listening skills to understand views that other people have on an issue for use in interviews and meetings	Essential
2.10 Ability to work alone and as a member of a group of staff	Essential
2.11 The job holder will need to make decisions about the reliability of evidence, issues to follow up and conclusions to draw based on available evidence	Essential
2.12 An understanding of basic research methodologies	Desirable
3 Experience	
3.1 Previous experience of working in audit, research or a related field	Essential
3.2 Experience of juggling competing demands on one's time	Essential
3.3 Experience of working in, or with, public sector bodies	Desirable
4 Personal attributes	
4.1 Clear ownership and accountability of their own learning and development.	Essential
4.2 Sufficient pace of work, coupled with effective personal organisational skills, to ensure each piece of work is completed to appropriate standards and timescales as set out by others	Essential
4.3 Keep abreast of issues relating to their work area	Essential
4.4 Generate ideas on the shape of audit projects.	Essential
4.5 Work will be largely directed by others but will require the use of sound judgement and initiative to resolve any unexpected problems, alerting relevant colleagues to any problems in good time	Essential
4.6 Works according to agreed Audit Wales quality and audit processes.	Essential
5 General	

5.1	Self-aware and a role model for the Audit Wales values and behaviours	Essential
5.2	An awareness and a commitment to equality and diversity.	Essential
5.3	An awareness and commitment to the arrangements for health and safety	Essential
5.4	Ability to work flexibly and if necessary outside of normal office hours.	Desirable

Welsh Language Skills		
Skill area	Essential	Desirable
Speaking & Listening	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Attend Welsh medium meetings and discussions and confidently contribute in Welsh
Reading	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Understand reports, correspondence and survey response and take out key messages
Writing	Update documents and correspondence with Welsh dates and other generic terms	Write reports and correspondence in Welsh with the assistance of Welsh spelling and grammar check