Research Analysis Lead, Iriss

Job title	Research Analysis Lead
Reports to	Head of Resources
Salary grade	33/34
Salary	£40,540
FTE	1.0
Working pattern	Home/hybrid (office in Glasgow)
Duration	Fixed term contract (12 months)

About Iriss

Iriss supports people, workers and organisations to make social work and social care support work better through evidence based innovation. Iriss is a charity that works across Scotland and our principal funder is the Scottish Government.

About the role

The Research Analysis Lead role is to provide high quality research and analysis support to the Iriss team. There are a number of specified key activities attached to the role.

Key activities

We have summarised below the three key activities that will be attached to this role:

CSWO ANNUAL REPORT SUMMARY

Iriss is funded by the Office of the Chief Social Work Adviser in the Scottish Government to undertake the analysis, and produce an overview, of the Chief Social Work Officer (CSWO) Annual Reports.

These annual reports are a means for Councils to report on the delivery of social work services in their area, highlighting key activities, developments, and challenges. The summary report document that you will produce is intended to highlight key themes drawn from the reports received to improve understanding of the performance, improvement and challenges being experienced across the sector.

ADULT SUPPORT AND PROTECTION (ASP) BIENNIAL REPORT SUMMARY

This report provides a summary of the main themes emerging from the 32 ASP biennial reports from across Scotland, giving a general overview of the ASP landscape. Iriss is funded to analyse and report on behalf of the Scottish Government and the report you complete will be submitted to them.

ASP QUARTERLY DATASET ANALYSIS AND PRESENTATION

Iriss has been involved with the ASP community in Scotland over the last three years to develop a new minimum dataset that ASP Committees can report against. That is now complete and the 32 Committees have started to submit quarterly against this new dataset. The type of data collected include demographic and referral route information, as well a number of other agreed on key areas. The role for you here will be to collate, analyse and visually present this quarterly data back to ASP practitioners and the Scottish Government.

Who we are looking for

This role would suit someone with the following qualities and experience:

- **Desk/literature research and analysis skills**: We are looking for someone with experience of theming and coding large amounts of material as this role involves the secondary analysis of research and reports.

- **Clear and accessible writing style**: Key delivery areas of the role are synthesising large amounts of narrative and written material from reports and succinctly summarising that material.

- **Qualitative data analysis, interpretation and presentation**: Ability and familiarity with the production of graphical representations and data visualisations and an ability to carry out data quality control, validation and collation for large data sets is required.

- **Spreadsheets**: An advanced level of using MS Excel/Google sheets to analyse and present data is essential.

- **Good communication and diplomacy**: This role will involve working closely with colleagues from Iriss and the Scottish Government to consider, draft and communicate these findings.

Specific experience in the third (charity) sector and/or social care/work areas are desirable but not a requirement.

A typical week in the role

In a typical week in the role, you might be doing the following:

- Analysing Chief Social Worker Officer reports for key themes
- Summarising literature and presenting it in a clear and accessible way
- Meeting Scottish Government funders to talk through findings
- Meeting with Iriss colleagues to decide how to best communicate the findings from a literature review

What we can offer you

We offer:

- 42 days annual leave (pro rata)
- 9% employer contribution to your pension
- Flexible, results based work environment
- A learning culture with dedicated individual CPD budget and commitment to skills and knowledge development
- Employee Assistance Programme (EAP) support for health and wellbeing

Core Iriss competencies

Everyone who works for Iriss is expected to achieve the following competencies. You might find this helpful when writing your covering letter.

Teamwork	Uses the right relational approach to work with others to deliver activities.
Planning and organising	Plans and organises work effectively to meet deadlines and manage time well.
Motivation	Focuses effort to achieve positive results, including the ability to work autonomously.
Flexibility	Understands and responds to change in the organisation and is solution orientated.
Initiative	Generates ideas and takes action to solve problems.
Judgement	Makes decisions with the information available and determines priorities.
Creativity	Uses creative thinking and practices to solve problems.
Communication	Is articulate and engaging with a keen attention to detail.
Diplomacy	Ensures everyone that comes into contact with Iriss has a good experience and presents themselves professionally.

How to apply

Please send us a copy of your CV (maximum 2 sides of A4) and a covering letter to sam.ella@iriss.org.uk with the subject line 'Recruitment - Research Analysis Lead'. Applications close at noon on the 24th of May 2024.

Your letter should include how your skills, experience and knowledge meet the key activities and 'who we are looking for' sections above.

We will ask you for two references (one must be your most recent employer) at the interview stage.

Access requirements

If you have any access requirements for your interview let us know in your form so we can make sure these are in place for you on the day.

Timings

- Applications close at 12 noon on Friday the 24th of May 2024
- Notification of call to interview on Monday 27th of May 2024
- Interviews (online) on Thursday the 30th of May 2024 with Dee Fraser (CEO) and Stuart Muirhead (Head of Programmes)
- Notification of interview outcomes by close of business Monday the 3rd of June 2024