

Application pack for researcher positions

July 2017



1 Introduction

Thank you for deciding to find out more about the researcher positions at Cordis Bright. We are a growing company 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 Mark Norton, Office Manager on 020 7330 9170. He 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, healthcare and the independent sector. We are looking for additional 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 children and families social work</i>	<i>Needs assessment on violence against women and girls</i>	<i>Evaluation of NHS Vanguard</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>Evaluation of early intervention programmes aimed at families at risk of escalating problems</i>	<i>Analysis of a national survey of care workers about job satisfaction, retention and career progression</i>	<i>Analysis of local authority cost-saving measures on behalf of a national learning disability charity</i>

More information about our work is included on our website: see 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 Grounded Theory.
- 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:



Hannah Spencer, Researcher

As you'll see from the website (do have a good look round, it provides a useful insight into the types of project you could be involved with!), Cordis Bright is a small firm, staffed by people who boast a really varied set of skills and backgrounds. This means that you'll be working with people who have experience in a range of complimenting fields from registered social workers, to experts in areas such as the criminal justice system, health, social care and domestic abuse. As a result, the material produced by Cordis Bright is informed by both rigorous research and clear understanding of delivering public services in practice. To get the most out of the role

you need to be organised, analytical in your thinking, able to work with a wide range of people (from ex-offenders to senior commissioners), while remaining flexible to adapt to changing plans.

As well as the people, the best of part of working at Cordis Bright is the subject matter you are dealing with. From integrated health and social care, to modern slavery, and domestic violence, I've been involved in some really interesting, and diverse, projects. A typical week will involve simultaneously juggling a number of different projects. The breadth of the projects you will be dealing with is matched by a wide range of research methodologies. You may be facilitating a focus group with senior stakeholders to discuss health and social care provision on one day, while the next will involve visiting a school to speak with children at risk of negative outcomes such as gang involvement and radicalisation. The data from the fieldwork will then be analysed in the office, and the results compiled and provided to clients wishing to improve their services. Working with colleagues and clients committed to improving public sector services is really fulfilling and is central to Cordis Bright's working philosophy.



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. Profiles of the current team are included on our website at www.cordisbright.co.uk.

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

We are looking for permanent researchers to join our team. These are full-time, salaried roles, based out of 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 has a longstanding pension scheme in place. Cordis Bright makes a contribution of 5% of gross salary to the 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 the UK, in particular in 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

To apply, please send all of the following in the format requested:

- A CV (two sides of A4 maximum) detailing your employment and education history to date. Please make sure your CV contains a clear career timeline including periods when you were not in work or education.
- A covering letter (two sides of A4 maximum) covering four main topics:
 - Why you would like to join Cordis Bright.
 - Your experience of undertaking research.
 - Other relevant work experience.
 - Your Word, Excel and SPSS skills and how you have used these.

Please include in the subject field 'application for researcher'.

Please send this to recruitment@cordisbright.co.uk by the deadline of noon on Monday, 24 July. We plan to hold formal panel interviews on Thursday, 3 August.

Some other things you may need to know:

- 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.
- We are committed to equal opportunities.