

# Information pack for Researcher positions

October 2023



## 1 Introduction

Thank you for finding out more about the Researcher positions at Cordis Bright. This pack contains further information about:

- The work that Cordis Bright does.
- The role of Researchers.
- Diversity and equal opportunities.
- The person specification.
- Continuing professional development.
- The package.
- How to apply.

We are looking for permanent Researchers to join our team. These are full-time or part-time (minimum three days per week), salaried roles. 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. These vacancies have arisen to help meet our aspirations to grow and respond to increased demand for our research and evaluation support.

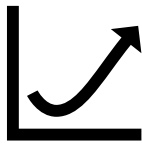
If there is any further information that you would like, or to have an informal, confidential discussion then please do not hesitate to contact Julie Ireland, Office Manager on [julieireland@cordisbright.co.uk](mailto:julieireland@cordisbright.co.uk). She will be able to schedule a convenient time to talk to a member of our management team.

## 2 About Cordis Bright

If you choose to join Cordis Bright, the work you do will make a difference to people's lives. We apply our research, evaluation and consultancy skills to real-world issues such as how to address health inequalities; support young people to stay away from crime; provide joined-up care and support for people as they get older; or keep people who use social care independent and connected. Every project we deliver is different, but the golden thread running through our work is the aspiration to support our clients to achieve the best outcomes for citizens and service users. We work with a wide range of clients, especially central government, local authorities, the NHS, police and the voluntary and community sector.

We are building a company where team members, who believe in the value of public services and the important role they can play in supporting people to live fulfilling lives, can live their values and make a positive difference to our society. Our commitments are detailed overleaf. Further information about our work is available at [www.cordisbright.co.uk](http://www.cordisbright.co.uk).

## Our commitments



### Impact

We are committed to helping to ensure that public services change lives for the better.



### Quality

We deliver high quality work that creates impact and value.



### Equality

We tackle inequity in service provision, access, and outcomes.



### Collaboration

With our clients, we work in partnership and seek to leverage and grow their own skills, knowledge and expertise.

With citizens, we recognise the power of co-production and have a successful track record in working with people with lived experience and peer researchers.

Within the team, we support our staff and give them space to make a positive contribution to projects, colleagues, wider company and society.



### Inclusion

We want to maximise the positive difference that diversity of background, life experience and opinion can bring to the quality of our work and the insight that we generate.



### Evidence

We implement approaches that are open, honest, thoughtful, participative and based on strong evidence of 'what works'.

### 3 The role of Researchers

Researchers form a core part of the team, providing fieldwork and analytical expertise. They are usually required to work on about 3-6 projects simultaneously. Researchers have four main roles:

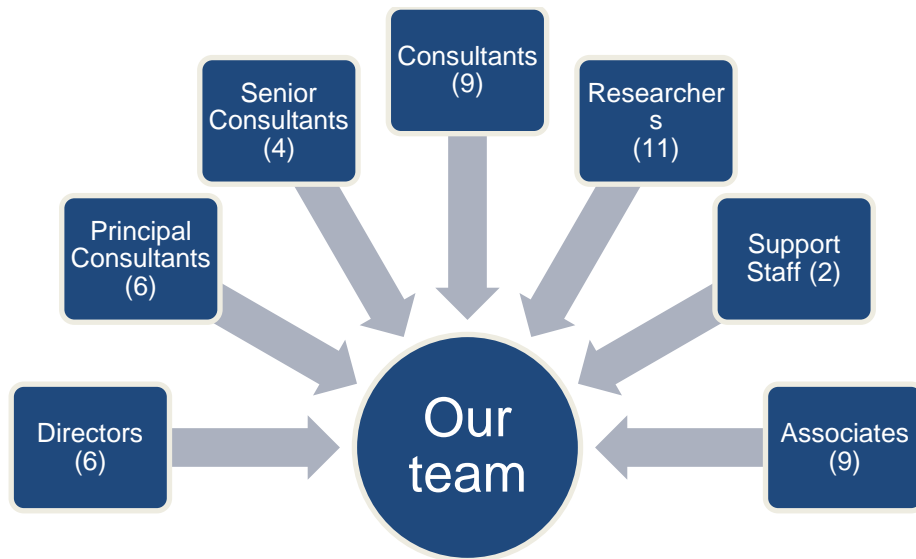
- Undertaking desk-based reviews of secondary data sources, e.g. strategies, action plans, case studies, research papers, demographic, socio-economic and performance data, and financial information.
- Organising, designing and undertaking fieldwork with a range of different stakeholders, e.g. interviews 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. For the analysis of qualitative data, you should be familiar with approaches that use thematic approaches.
- Drafting sections of research and consultancy reports.

Examples of projects which included substantial research input are:

<i>Evaluation of the local care approach across Greater Manchester</i>	<i>Needs assessment on children with complex needs who are looked after or on the edge of care</i>	<i>Evaluations of initiatives aimed at preventing youth offending</i>
<i>Evaluation of the Living Well programme across four local areas</i>	<i>Longitudinal cost-benefit analysis of a whole family domestic abuse intervention</i>	<i>Research into what works in supporting domestic abuse perpetrators to change their behaviour</i>
<i>Evaluation of the Making Every Adult Matter programme</i>	<i>Evaluations of evidence-based initiatives aimed to support improved education, training and employment outcomes for young people</i>	<i>Evaluation feasibility study for a programme aimed at people facing multiple disadvantage</i>

The work of the research team is overseen by Dr Stephen Boxford, Head of Research. For individual assignments, Researchers report to a Project Manager (typically a Consultant or Senior Consultant, depending on the size and nature of the project), and a Project Director (typically a Principal Consultant or Director). 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.

The diagram below summarises are current staff structure:



Here's how a member of the team describes her experience at Cordis Bright:



**Anna Manning, Senior Consultant, promoted from Consultant and previously Researcher**

*The day-to-day of a Researcher at Cordis Bright is never the same, and your time will often be spent across projects dipping into both qualitative and quantitative techniques, desk-based or out in the field. Working here also brings very frequent opportunities for improving your knowledge and developing new skills. This is down to the broad expertise of colleagues who you will be working with collaboratively, but also the variety of projects and tasks which will fill your time. For instance, projects that I undertook as a Researcher gave me insight into topics ranging from theories behind new types of intervention to tackle child exploitation, to the integration of whole health and social care systems. There is also a strong culture of learning, and Researchers are actively encouraged to explore and share their areas of interest through mediums such as occasional lunchtime 'knowledge exchanges' and podcasts.*

*Although many aspects of research are gratifying, the one which stands out the most for me at Cordis Bright is the chance to explore a real breadth of perspectives through gathering, analysing, and presenting data from groups including service users, senior leaders, and frontline staff. As a Researcher your ideas are sought and valued, so it is rewarding to see your efforts in our final products such as reports and tools, which play a part in how the criminal justice, health, and social care sectors are evolving.*

We have also produced a [Podcast](#) exploring the role of a Researcher.

## 4 Diversity & equal opportunities

We are committed to making a proactive contribution to improving diversity and promoting equal opportunities in all aspects of our work. We have recently co-produced an Equality, Diversity and Inclusion (EDI) [Strategy](#) with our team and have established various task groups to develop and take forward action plans for different aspects of EDI. Further information is provided below.

### 4.1 Diversity of our staff team

Having a team that reflects the diversity of backgrounds, genders, sexual orientations, ethnicities, experiences and viewpoints in our society today is the right thing to do. It also has positive benefits to the quality of our work and the insight that we generate. We recognise that this requires us to work continuously on the different aspects of our work. Progress so far includes:

- Widening the places where we advertise to reach the largest pool of talent and expertise.
- Operating a blind shortlisting approach in order to minimise conscious and unconscious bias.
- Revising job descriptions and person specifications to ensure that we are focussing on the key requirements for the role.
- Operating flexible working arrangements, including hybrid working, to minimise barriers to participation.
- Implementing company-wide cultural competency training.
- Cultivating a culture where diversity is valued. For instance, we have an active programme of events for Pride, Black History Month, UK Disability History Month and Women's History Month.
- Seeking opportunities to match people's interests and lived experiences with the projects that we undertake.

#### **Guaranteed Interview Scheme**

We are committed to the employment and career development of disabled people.

If you tell us that you have a disability, we can make reasonable adjustments at interview and, if you join us, to where you work and to your work arrangements.

We offer disabled applicants the option of requesting that their application is considered under the terms of our Guaranteed Interview Scheme (GIS).

To be invited to interview under this scheme, you must show in your application that you meet all 'essential' criteria. This will be sufficient to progress you to interview. If

you wish to apply under the GIS, please highlight this in the application portal. If you do not wish to apply under the GIS, but do require us to make reasonable adjustments at interview, then please also let us know via the cover sheet, with details of what those adjustments will be.

A request under the Guaranteed Interview Scheme does not guarantee you a job. Following the recruitment process, the best candidate will be offered the post.

## 4.2 Minimising barriers to participation in our projects and taking co-production approaches

In our projects, we ensure that primary consultation methods are accessible to maximise participation.

As part of this, we have designed and delivered a number of projects in collaboration with people using the services or who have lived experience of the issues in question. Benefits of this approach are: it ensures the project focuses on the issues of most importance to the intended beneficiaries; it helps us design consultation approaches that maximise participation; and it generates extra insight from understanding how people using the services or who have lived experience interpret key data/findings.

We have also trained people with lived experience to be peer researchers, e.g. as community surveyors (helping to boost the reach and completion rate of questionnaires) and as interviewers (undertaking primary interviews with service users alongside a Cordis Bright Researcher). In addition, we have supported groups of people with lived experience to participate in all key stages of research, i.e. research and tool design, conducting fieldwork, drafting analysis, interpreting findings, and presenting results to a range of audiences. We have found positive benefits in terms of boosting numbers and range of people who are willing to participate in consultations; enhancing the depth of the evidence base; and securing improvements in skills, experience and job prospects for peer researchers.

## 4.3 Consideration of equality issues in research and analysis

During research and analysis we aim to remain conscious of our own positionality and how this might affect data we generate or how we interpret data. During analysis and reporting, we ensure that equality, diversity and inclusion issues are actively considered. Finally, we regularly work on projects specifically about equality, human rights and anti-discrimination, e.g. over-representation and disproportionality of minority ethnic children in the youth justice system; variable take-up of mental health services by minority ethnic groups; LGBTQI+ health inequalities; equality and human rights in social care; and equal opportunities, anti-bullying and anti-discrimination across the care and support workforce. We have recently produced a [toolkit](#) to help further guide our work on EDI in projects.

## 5 Person specification

The table below shows the knowledge, skills and experience that we are looking for in a candidate.

<b>Academic Requirements</b>	<b>Importance</b>
Strong academic background (minimum 2:1 in first degree)	<b>Essential</b>
Masters level or other post-graduate qualification	Desirable
Academic background in social science, social policy or economics	Desirable
<b>Experience requirements</b>	<b>Importance</b>
At least one year of work experience, ideally in (a) research or consultancy; or (b) project-based role; or (c) client-facing role	Desirable
At least one year of work experience in a sector in which Cordis Bright specialises	Desirable
<b>Skills and abilities requirements</b>	<b>Importance</b>
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
Confident and skilled in the analysis of qualitative data	<b>Essential</b>
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>
<b>Attitude requirements</b>	<b>Importance</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>
<b>Cross-cutting competencies</b>	<b>Importance</b>
Able to demonstrate a strong focus on personal contribution and effectiveness.	<b>Essential</b>
Able to generate effective working relationships with colleagues and teamworking.	<b>Essential</b>
Demonstrate an ability to prioritise the wellbeing of the company and the people within it.	<b>Essential</b>

Further information about person specifications across the team is available on our website.

## 6 Continuing professional development

We strive to be a learning organisation and, as part of this, recognise the importance of continuing professional development. In addition, we are keen to appoint Researchers who have the skills, experience and interest to progress to Consultant roles. This involves greater responsibility for client engagement, project management, change management and business development. We have a successful track record of progression within the team, with a number of Consultants, Senior Consultants, Principal Consultants and a Director having joined us as Researchers.

Some of the continuing professional development you should expect includes:

- **A comprehensive induction programme**, covering your first 4-6 weeks with us. This provides an opportunity to introduce you to the team and the wide range of work that is being undertaken across Cordis Bright. It also consists of structured sessions about Cordis Bright approaches and tools.
- **An emphasis on learning-by-doing**. We believe you learn best when you engage with live projects and practical tasks. We seek to ensure that you start work on projects in your first week and that you have exposure to a wide range of different projects, tasks and sectors.
- **Regular training** and refresher courses, for example, on safeguarding children, safeguarding adults at risk, and data protection and information governance.
- **A weekly programme of project briefings**. During weekly company meetings, colleagues share findings from a recent project, highlighting key learning that might have relevance across the wider team.
- **A regular programme of knowledge exchanges**. We expect all team members to contribute to their colleagues' professional development and have established these fortnightly sessions to share learning and expertise. Recent topics include: system approaches, working with peer researchers; inferential statistics, approaches to qualitative analysis, and effective practice in project management.
- **A monthly programme of company-wide learning**. As part of our commitment to being a learning organisation, we run company-wide sessions to share learning and/or engage team members in collaborative problem-solving on organisation-wide topics.

Running alongside this, Researchers will have individually-tailored development plans as well as access to formal and informal buddying, mentoring and coaching.

## 7 Package

Benefit	Details
Hours	Part-time (from three days per week) or full-time.  We welcome applications from people wishing to undertake the role on a part-time or full-time basis. We are committed to helping our staff achieve a healthy work-life balance. As a reflection of this, about a quarter of our team work part-time.
Start date	As soon as possible.
Salary	Basic Researcher salaries are in the range £27,500 to £29,000 per year. The salary band reflects the level of work experience. A candidate with no previous work experience should expect to start with Cordis Bright at £27,500 per year. Candidates with relevant previous work experience tend to join at the upper end of the band.
Profit share	One-third of profits are allocated to the bonus pool and allocated to all staff based on salary. Based on our performance over the last three years this would equate to 4% and 8% of salary.
Holiday	Holiday entitlement is 25 days plus Bank Holidays. The office also closes over the Christmas and New Year period which essentially adds another five days to your holiday entitlement <sup>1</sup> .
Pension	Cordis Bright makes a contribution of 5% of gross salary to a pension scheme. Employees are 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.
Maternity, paternity, co-parental and adoption leave	Staff who are eligible for statutory maternity, paternity, co-parental or adoption pay also become eligible for an enhanced benefit of an additional four weeks of leave at 100% of pay to be used within one year of the birth of the child (or equivalent).
Employee assistance programme	Staff have access to an employee assistance programme consisting of: (a) mental health support; (b) physiotherapy; (c) life, money and wellbeing support; (d) health and fitness planning; and (e) access to remote GP services (which can be accessed in parallel to your registered GP).

<sup>1</sup> With prior agreement, this time can be allocated to other times of the year especially if you celebrate other religious festivals.

Benefit	Details
Other benefits	Other benefits include life assurance, enhanced sickness benefit, access to an independent financial adviser, and season ticket loan.
Location	Our offices are located at 23-24 Smithfield Street, London EC1A 9LF. Our working pattern involves a mixture of working from home, working from the office and visiting client sites across the UK, with the majority in England and Wales. You must be able to accommodate this way of working. Our <a href="#">Digital First Strategy</a> provides further information. Our work rarely involves long-term postings outside of London or within client-sites.

## 8 To apply

### 8.1 You must apply via our recruitment portal

You must submit your application via our [recruitment portal](#).

### 8.2 Information requested

**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, otherwise your application may not be reviewed.

The portal will ask you to:

1. Complete personal information such as name, email, telephone, any access requirements, and whether you wish to be considered under the Guaranteed Interview Scheme. This information will only be seen by our Office Manager and not by the shortlisting panel.
2. Upload your CV. We have specific requirements for the format and content of your CV. Please see below for further information.
3. Upload responses to four questions, within specified word counts, i.e.:
  - a. What aspects of your previous experience best demonstrate your interest in Cordis Bright's work? (150 words).
  - b. Your experience of undertaking quantitative and qualitative research (250 words).
  - c. Other relevant work experience (200 words).
  - d. Your Word and Excel skills and how you have used these. Please also highlight any experience you have with statistical packages such as SPSS (200 words).
4. Complete an optional equal opportunities monitoring form. Without this information, it is difficult for us to monitor the extent to which we are successful at securing applications from people from a wide range of backgrounds and life experiences. The questionnaire is anonymous and completely confidential and we have designed the portal in a way which means that we cannot track your response back to your application.

### 8.3 Requirements for your CV

Your CV should detail your employment and education history to date. We have some specific requirements that you should follow in order for your application to be considered:

- It must be a maximum of two-sides of A4.

- It must contain a clear career timeline including periods when you were not in work or education.
- It must not include a photo or a section that specifies your name, home address, age, date of birth, gender, nationality or ethnicity. We have provided further information in the diagram below.

The diagram illustrates a CV for Joe Smith, divided into sections that are either to be included or excluded. On the left, a list of items to be excluded includes a photograph, name, address, date of birth, age, gender, ethnicity, nationality, and other demographic information. The CV itself is titled 'CV for Joe Smith' and lists a home address. It is divided into four sections: 'Personal information' (with a red X), 'Education' (with a green check), 'Work experience' (with a green check), and 'Interests' (with a green check). The 'Personal information' section lists date of birth, age, gender, ethnicity, nationality, full driving licence, and 2 children. The 'Education' section lists the University of Fordswell (2010-2013) with a BA (Hons) Social Psychology, II.i. The 'Work experience' section lists Fordswell Council (2013-ongoing) as a Senior Housing Officer. The 'Interests' section lists being the Treasurer for Fordswell Women's Football Club. On the right, a list of items to be included includes detailed information about education and work experience, and information about interests and other commitments outside of work.

**✗ Do not include**

- A photograph
- Your name
- Your home address
- Your date of birth
- Age
- Gender
- Ethnicity
- Nationality
- Any other demographic information

**✗ CV for Joe Smith**

**✗ Flat 2, 25 Magpie Road, London SE30 6XX**

**✗ Personal information**

- Date of birth: 1 Jan 1991
- Age: 32
- Gender: Male
- Ethnicity: White British
- Nationality: UK
- Full driving licence
- 2 children

**✓ Education**

- University of Fordswell (2010-2013)
- BA (Hons) Social Psychology, II.i

**✓ Work experience**

- Fordswell Council (2013-ongoing)
- Senior Housing Officer
- Responsible for...

**✓ Interests**

- Treasurer for Fordswell Women's Football Club

**✓ Please include**

- Detailed information about your education, e.g. name of university, dates, subject, grade
- Detailed information about your work experience, e.g. name of organisation, dates, role, responsibilities
- Information about your interests and other commitments outside of work. We recognise the importance of lived experience and would be grateful if you could share any relevant experience with us. You do not need to remove any information about protected characteristics unless you would like to. For instance, you're welcome to specify Fordswell Women's Football Club or just refer to Fordswell Football Club.

## 8.4 Deadline and next steps

**Please submit your application via our recruitment portal by 10am on Monday, 30 October. We plan to hold panel interviews on Tuesday, 7 November or Wednesday, 8 November.** Panel interviews will be held in-person at our London office. We will cover travel costs. We are not able to accommodate virtual attendance. 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.