

# Candidate Pack

## Senior Researcher (Data and Insight)

January 2025



## CEO Welcome

Thank you for looking at this candidate pack for our new role of Senior Researcher (Data and Insight). I hope you find it informative and that it encourages you to apply to join our team.

This is an exciting time for Carnegie UK. Our strategy, [Learning how to live well together](#), sets out our dual ambitions to put wellbeing at the heart of decision making across the UK and Ireland and to tackle current and emerging threats to our collective wellbeing. Our ground-breaking [Life in the UK](#) Index has started to track the wellbeing of people in the UK over time, and we are committed to running this programme until at least 2030.

For us, collective wellbeing means everyone having what they need to live well now and in the future. As a public policy organisation, we seek to understand what enables and threatens wellbeing and we argue for wellbeing-informed approaches to decision-making. Research and insight are key components of our policy function.

We want to encourage applicants with diverse backgrounds to work with us. We believe that greater diversity of experience, skills and ways of thinking will enrich our approaches and broaden our collective knowledge and networks. We encourage applications from passionate and suitably qualified candidates from all parts of the community.

If you are motivated by our mission for collective wellbeing; curious about the levers of social change; open to learning, and attracted by a values-based organisation, then we'd love to hear from you.



Sarah Davidson  
CEO



## Who we are

Carnegie UK has been working to improve wellbeing in the UK and Ireland for over 100 years. Established in 1913 by the Scottish-American philanthropist Andrew Carnegie, that mission has evolved over time to reflect changes in society and governance.

We now focus on influencing policy and practice at a systemic level, building on evidence and research to argue for change.

Find out more about the work we do on our website [www.carnegieuk.org](http://www.carnegieuk.org)

We work in ways that reflect our organisational values, which were co-produced by the staff team in 2021:

**Motivated by change:** we are galvanised by wellbeing approaches that change people's lives for the better; we commit to assessing and understanding our impact.

**Challenging:** we recognise that social progress requires asking hard questions of ourselves and others; we commit to using research and evidence to speak truth to power.

**Kind:** we believe in radical kindness as the connection we have to each other and to wider society; we commit to putting strong relationships at the heart of everything we do.

**Collaborative:** we are invested in the collective impact of alliances; we commit to building coalitions to tackle wellbeing injustices and change systems.


As an endowed foundation, we are committed to understanding and accounting for our impact on the planet and for the historic marginalisation of minority groups within our communities. This includes investing in ways that align with our mission and broadening the scope of our knowledge base.



## The role - Senior Researcher (Data and Insight)

**Starting salary £40,788** (annual cost of living award takes effect from January each year)

The main functions of this role are:

- To perform high quality analysis of datasets - both those developed by Carnegie UK, such as our annual Life in the UK programme and wider sources such as ONS and other large national and novel data sets - in contribution to our policy development and in support of delivering on our strategic aims. Helping us to find the 'what' and 'so what' for our work within relevant data sets.
  - Lead on the data visualisation of our Life in the UK Index, working alongside the wider programme team to ensure we are presenting the data in the most compelling and engaging way possible.
  - Proactively work with policy team colleagues to identify and answer the right research and data questions for our programmes of work in order to build a compelling body of evidence to inform our policy and advocacy in support of our strategy.
  - Help to develop, deliver and contribute to programmes of work that improve collective wellbeing across the UK and Ireland. This will include a range of research, data analysis and advocacy activities but for this role will involve digging deep into large national and novel datasets to identify relevant trends, insight and patterns to share with the broader team.
  - Ensure a high level of quality assurance on all data and research.
  - Keep up to date with and provide thought leadership reflection on developments in the wider wellbeing research ecosystem, both in the UK and internationally.
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## Key responsibilities

### *Technical expertise*

- To perform high quality analysis of datasets - both those developed by Carnegie UK, such as our annual Life in the UK programme and wider sources such as ONS and other large national and novel data sets - in contribution to our policy development and in support of delivering on our strategic aims. Helping us to find the 'what' and 'so what' for our work within relevant data sets.
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- Ensure a high level of quality assurance on all data and research.
- Keep up to date with and provide thought leadership reflection on developments in the wider wellbeing research ecosystem, both in the UK and internationally.

### *Programme delivery*

- Ongoing generation of high quality and statistically robust insight from the Life in the UK dataset, and yearly input into the flagship reports.
- Ability to share, display and make visually compelling Life in the UK trend data over time.
- Ability to help programme teams connect to relevant Life in the UK data and insight on e.g. our democratic wellbeing and financing the future programmes.
- Contribute to Carnegie UK's rolling portfolio of programmes by designing and delivering research pathways of work in line with our Programme Management Guide.
- Monitor and manage assigned pathway budgets, alerting the Programme Manager and other relevant staff to any discrepancies and providing regular reporting as directed in line with Carnegie UK's Programme Management Guide.

## *Communications and Advocacy*

- Ability to analyse third party/novel data sets to help inform our advocacy and communications work.
- Initiate, support, and maintain networks and partnerships to gather information, intelligence and evidence on research, data and practice matters relating to collective wellbeing.
- Represent Carnegie UK at relevant events, external working groups and forums that contribute to the delivery of our work and strategy.
- Proactively contribute to the delivery of high-quality Carnegie UK communications pieces, including reports, presentations, blogs, media articles and digital output.

**NB** – Additional tasks may arise or be required and assigned to this role in line with organisational need and available capacity.



## Person Specification

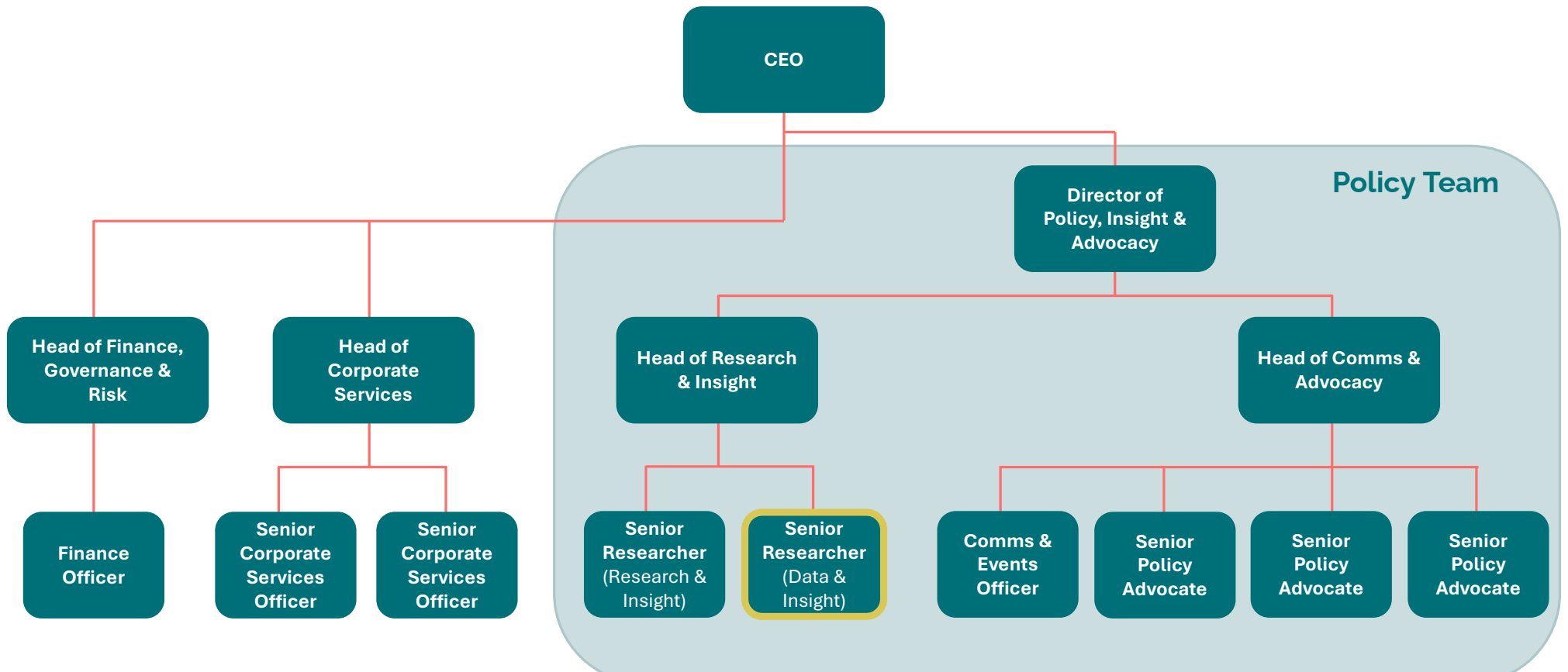
### *Essential skills*

- **Advanced knowledge of 'big data' and data analysis:** Demonstrable experience of advanced usage of applications such as Excel and SPSS, preferably used on the job. High confidence in analysing multiple large official and novel datasets to identify relationships and draw policy conclusions.
- **Quantitative research design and delivery:** A minimum of three years relevant experience and a demonstrable track record of designing and delivering quantitative research and analysis work on relevant public policy issues.
- **Data visualisation:** Ability and experience of producing high quality graphics and data visualisation to communicate research trends and results – e.g. via Power BI, Tableau or similar packages.
- **Research ethics:** Excellent awareness and knowledge of application of research ethics and data management.
- **Project management:** Experience of disseminating the results of research and analysis to a variety of audiences, through high quality written reports, briefing papers, and presentations.
- **Effective dissemination:** Experience of disseminating the results of research and analysis to a variety of audiences, through high quality written reports, briefing papers, and presentations.
- **Communications and stakeholder management:** A demonstrable ability to develop and maintain highly effective relationships with key stakeholders as well as the ability to communicate key messages from research and data analysis to a range of specialist and lay audiences.
- **Excellent written and verbal presentation skills:** Demonstrable experience in delivering consistently high-quality written and verbal communications for internal and external audiences, using a variety of appropriate methods.
- **Curious minded:** Must be curious to learn and find interesting and relevant information within research findings – someone who wants to know the 'why', "what" and the 'so what'.

### *Desirable skills*

- **Segmentation:** knowledge of segmentation approaches and experience of using them.
- **Experience of using the UK data archive:** Having utilised this resource to explore various data sources available.
- **Professional development:** Evidence of commitment to continuing professional development.
- **Interdisciplinary working:** Experience working with interdisciplinary teams.
- **Agile project management:** Experience using project management tools such as Trello and Slack.

# Carnegie UK Organisational Structure





## Our people and additional benefits

Our people are key to our impact: we value their humanity, their experiences, lived or learned, and their skills. We aim to create a working environment where everyone feels valued, belongs, and can be their best.

Our Organisational Development Plan recognises the capacity of everyone to learn and grow, and we pride ourselves on developing talent which is recognised by the wider sector in Scotland and across the UK and Ireland and beyond. Alongside all-staff development initiatives, our continuous professional development approach supports the learning of every team member.

Our working policy allows us to operate a flexible hybrid model with all staff working from a blend of office, home, and co-working spaces. We provide high quality IT equipment, including iPhones and laptops to facilitate remote working and an IT helpdesk for support when required.

We aim to spend a minimum of two days a week (currently across Monday to Wednesday) together in our office at Andrew Carnegie House, on the edge of Pittencrieff Park in Dunfermline, except where external meetings and other events require us to be elsewhere.

We have a generous set of staff policies as employers including flexible working, maternity and parental leave and pride ourselves on providing supportive line management and peer to peer learning environments. Our benefits reflect our emphasis on staff wellbeing. We offer our staff excellent terms and conditions including:

- 35 hour working week
- 5 days paid time off each year for volunteering activities
- Flexi-time policy
- Hybrid working
- Generous employer pension contributions
- Group Income Protection Scheme which includes access to health checks, online GP appointments, second medical opinions and counselling
- 25 days annual leave and 12 public holidays (six of which can currently be taken at any point in the year)
- Electric car lease scheme
- Death in service policy
- A monthly allowance for co-working space
- Cycle to work scheme
- Enhanced sick pay
- Enhanced maternity/adoption/paternity pay

## How to apply

To apply, please submit your CV and a supporting letter of no more than two pages to: [info@carnegieuk.org](mailto:info@carnegieuk.org).

Applicants will be shortlisted for interview by matching the details given in their application against the Job description and person specification. We would therefore ask applicants to provide clear evidence to show how your experience, skills and knowledge match those requirements as well as telling us why you are interested in the role. Please also complete the [Diversity Monitoring Form](#) which can also be found on the recruitment page of our website.

Please note that you will receive an acknowledgement of your application – if you do not receive this, please contact Lucy Smith ([lucy.smith@carnegieuk.org](mailto:lucy.smith@carnegieuk.org)).

## Timetable

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**Closing date:** 27 January at 17:00

**Shortlisting:** 29 January

**Interviews:** 04 and 05 February

Interviews will take place at our office in Andrew Carnegie House, Dunfermline. An online interview can be arranged for any candidate unable to attend in person. Please indicate in your application if you would be unavailable on any of the dates set out above, we will do our best to accommodate you.



**Economic wellbeing**



**Democratic wellbeing**



## **Carnegie UK**

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[www.carnegieuk.org](http://www.carnegieuk.org)

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