

## R&E Associate Director Job Specification

Job Title	R&E Associate Director
Reporting To	Director of Research & Evaluation or Director of Service Development
Purpose	To win, design and deliver high quality and profitable social research and evaluation activities, and to develop our staff of today into our stars of the future.
Key Accountabilities	<ul style="list-style-type: none"> <li>&gt; Identify, create and respond to opportunities to grow R&amp;E in line with strategy</li> <li>&gt; Direct, and deliver high quality and profitable R&amp;E projects</li> <li>&gt; (Through the above) Delight our clients</li> <li>&gt; Line manage and develop staff</li> <li>&gt; Demonstrate our values and encourage values in others</li> </ul>
Duties and Responsibilities	<p><b>Identify, create and respond to opportunities to grow R&amp;E in line with strategy</b></p> <ul style="list-style-type: none"> <li>&gt; Bolster our reputation and grow networks to support growth strategies</li> <li>&gt; Identify and create business development and work winning opportunities through winning new business, growing existing business and securing repeat business</li> <li>&gt; Write bespoke, high quality, tender content that demonstrates a clear understanding of the tender requirements</li> <li>&gt; Contribute to strategic planning and strategy delivery</li> <li>&gt; Champion innovation, keep abreast of best practice and UK Government social research and evaluation practice</li> <li>&gt; Demonstrate commerciality, and develop it in others</li> </ul> <p><b>Direct, and deliver high quality and profitable R&amp;E projects</b></p> <ul style="list-style-type: none"> <li>&gt; Lead, direct and deliver R&amp;E projects maintaining full intellectual engagement with the work</li> <li>&gt; Provide a senior presence at key client interface situations with ultimate responsibility for the quality of service</li> <li>&gt; Identify business risk (value, quality, reputation) within projects and manage appropriate solutions</li> <li>&gt; Oversee decision making to ensure client needs and business needs are met</li> <li>&gt; Ensure the work we undertake delivers profit to our business</li> </ul> <p><b>Delight our clients</b></p> <ul style="list-style-type: none"> <li>&gt; Ensure our work satisfies agreed objectives and meets or exceeds client expectations</li> <li>&gt; Use research and evaluation to help clients to add value to their activities</li> <li>&gt; Quality assure key project deliverables</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; Add value to the client experience and research by providing advice, consultancy and a high level of interpretation and direction, where appropriate</li> </ul> <p><b>Line manage and develop staff</b></p> <ul style="list-style-type: none"> <li>&gt; Line manage members of the R&amp;E team planning their career development, identifying training needs, supporting them with their own line management responsibilities, conducting appraisals</li> <li>&gt; Coach and mentor the senior members of the R&amp;E research team to help realise their developmental potential</li> </ul> <p><b>Values and adding value</b></p> <ul style="list-style-type: none"> <li>&gt; Embody our values – different, better, faster - in how you work, and encourage the same in others</li> <li>&gt; Effectively engage and manage others input to support you to achieve your Purpose and your duties and responsibilities</li> <li>&gt; Be proactive in identifying ways in which Winning Moves can improve the quality, profitability and timeliness of its operations, and take action to ensure continuous improvement</li> <li>&gt; Act in the best current and future interests of Winning Moves</li> <li>&gt; Undertake any additional reasonable tasks and activities associated with the role and to support Winning Moves achieve its' objectives</li> <li>&gt; Adhere to all of Winning Moves' policies and procedures</li> </ul>
KPIs	<ul style="list-style-type: none"> <li>&gt; Quality of sales/business development pipeline</li> <li>&gt; Value of work won</li> <li>&gt; Profitability of projects</li> <li>&gt; Overall client satisfaction</li> <li>&gt; Level of expertise in organisational capabilities (see capability framework)</li> <li>&gt; Embodies Winning Moves' values and works in line with Winning Moves' quality procedures and management competencies</li> <li>&gt; Complies with Winning Moves' company policies and MRS Code of Conduct</li> </ul>