

Senior Research & Policy Officer – Job Description

February 2021

Summary

The Parliamentary Advisory Council for Transport Safety (PACTS) wishes to appoint a Senior Research & Policy Officer, a central role within the organisation.

Location: Westminster or homebased with office visits

Salary: £28,000-£35,000 per annum + 10% employer pension contribution

Hours: 5 days per week (37.5 hours) or less (see below)

Leave: 25 days per annum plus bank holidays

Contract period: two years, but may be extended.

Occasional travel within the UK and overseas may be necessary. Occasional evening working (mainly travel or events) may also be required.

About PACTS

PACTS is a leading multi-modal transport safety think-tank, connected to the UK Parliament. Established in 1982, it has a small staff based in a spacious office, attractively located close to the Houses of Parliament. It is a registered charity and company limited by guarantee. PACTS is a founder member of the European Transport Safety Council.

PACTS' charitable objective is "To protect human life through the promotion of transport safety for the public benefit". It is non-party political, independent of government and the civil service. It brings together transport safety specialists from the public, private, research and professional fields to advise and inform Parliamentarians, Government and civil servants on road, rail and aviation safety issues. Its income comes from members' subscriptions (about 100 organisations), sponsorship, research grants, conferences and events.

PACTS normally holds two conferences a year and the Westminster Transport Safety Lecture. It also organises ad hoc seminars, briefings or similar events. It has working parties on road, rail and aviation safety, which provide specialist technical expertise to the secretariat.

PACTS undertakes a variety of research. This includes short briefing papers, consultation responses and substantial primary research projects. It may do this in-house, in collaboration with partners, or contract it out. For recent publications see [News & Publications Archive | PACTS](#)

The post

The post involves the following main tasks:

- With the Executive Director, taking the lead role in managing and undertaking research projects, consultation responses, briefings, policy development, and similar tasks;

- Project supervision for the Research and Policy Officer(s);
- Seeking project funding opportunities, drafting applications and reporting to funding bodies.
- With the Executive Director, leading PACTS' engagement with UK Parliamentarians;
- Monitoring of UK Governments and Parliaments for transport safety activity and opportunities to advance transport safety;
- Administration of PACTS Working Parties;
- Assistance with PACTS events;
- Deputising for the Executive Director as required;
- Supporting efforts to recruit new members to PACTS;
- Other related tasks. (PACTS is a small organisation and staff roles and responsibilities are constantly evolving.)

The balance between these tasks will vary over time and as the situation requires.

The Senior Research and Policy Officer will report to the Executive Director. Team working with other PACTS staff will be required on some tasks.

Requirements

To fill this post, we are looking for someone with evidence of the following:

Qualifications

- Post-graduate degree in transport, environment, public health or related discipline;
- A professional or vocational qualification might also be desirable.

Essential capabilities

- Proven research and research project management skills;
- Knowledge of transport, health, environment, economics, management, social policy, politics or a related discipline;
- An ability to organise and analyse data and to understand statistics;
- An ability to source and analyse information from government, academia, stakeholders, PACTS contacts and others,
- Excellent report writing skills, particularly in an applied research situation;
- An ability to communicate specialist technical knowledge to a non-specialist audience;
- IT skills – mainly MS Office (Word, Excel, PPT and Outlook);
- Good organisational skills and working to deadlines;
- An ability to work unsupervised and to take initiative;
- Enthusiasm and the ability to take a key role in an organisation with a small staff;
- A willingness to be flexible in roles and responsibilities.

Desirable

- Good ability in data analysis and analytical statistics;
- An ability to undertake surveys;
- A knowledge of transport safety;
- A knowledge of the operations of UK Parliament, government or local government;
- The ability to understand other European languages;
- Social media skills, particularly Twitter and WordPress;
- A full, clean UK driving or motorcyclist licence.

Hours

The post is for 5 days per week (37.5 hours). We welcome applicants seeking flexible working, such as reduced hours or a flexible working pattern. Applicants seeking home-based work are also welcome. Some office visits will be required. Home working is currently required due to Covid-19.

To apply

To apply, please send

- a short covering letter explaining your ability to meet the requirements listed above
- your CV
- an extract from a recent report or similar piece that you have written – 4 page maximum.

Remember to include your postal and e-mail addresses and phone number, for contact purposes.

Please send this to David Davies, Executive Director, at david.davies@pacts.org.uk

Closing Date – Sunday 11th April 2021

Interviews will be held online in April. References may be taken up in advance.

Start date: This will be subject to negotiation. The post is available from April 2021.

Please note that we cannot guarantee to acknowledge receipt of applications. Those not contacted by the interview date should assume they were unsuccessful.

Access

The PACTS offices are located on the ground floor – no steps.

Further information

More details about PACTS can be found at: www.pacts.org.uk

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