

## Policy and Research Officer – Job Description

September 2018



### Summary

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

Location: Westminster (some remote working may be acceptable)

Salary: £25,000-£28,000 per annum + 10% employer pension contribution

Hours: 5 days per week (37.5 hours)

Leave: 25 days per annum plus bank holidays

Occasional travel within the UK and overseas may be necessary. Occasional evening working (mainly travel or events) may also be required. PACTS will consider applicants seeking reduced hours.

### 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 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 Lecture on Transport Safety. 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 entirely in-house, in collaboration with partners, or contract it out. [Recent major publications](#) include

- *Fifty Years of the breathalyser – where now for drink driving?*
- *Suicides on the Road: Lifting the Lid.*
- *UK Transport Safety – Who is responsible?*
- *Constituencies Road Safety [Dashboard](#).*
- *Achieving Safety, Sustainability and Health Goals in Transport.*
- *Projections of road casualties in Great Britain to 2030.*

## The post

The post involves the following main tasks:

- 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;
- Taking a lead role in consultation responses, briefings, policy development, and similar tasks;
- Undertaking or assisting with PACTS research projects;
- Administration of PACTS Working Parties;
- Assistance with PACTS events;
- 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 Policy and Research Officer will report to the Executive Director. Team working with other PACTS staff will be required on some tasks.

## Requirements

We are looking for someone with evidence of the following capabilities:

### Essential

- A knowledge of the operations of UK Parliament, Government or Local Government;
- Knowledge of transport, health, environment, economics, management, social policy, politics or a related discipline;
- Research skills, including an ability to undertake surveys, organise 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 policy and research situation;
- An ability to communicate specialist technical knowledge to a non-specialist audience;
- IT skills – mainly MS Office (Word, Excel, PowerPoint 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

- A knowledge of transport safety;
- Social media skills, particularly Twitter and LinkedIn;
- Other IT skills: graphic design, report layout skills and WordPress (website)
- A full, clean UK driving or motorcyclist licence;
- The ability to understand other European languages.

## 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.

You should include your postal, e-mail addresses and phone number, for contact purposes.

Please send this to David Davies, Executive Director, at [david.davies@pacts.org.uk](mailto:david.davies@pacts.org.uk)

**Closing Date:** 23.59 on Sunday 7<sup>th</sup> October.

**Interviews** will be held 15-19<sup>th</sup> October. References may be taken up in advance.

**Start date:** This will be subject to negotiation. The post is available from October 2018. PACTS wishes to appoint as soon as possible.

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 currently located on the third floor of Clutha House. Access involves steps from the street and use of stairs or a small lift. This may change in 2019.

### Further information

More details about PACTS can be found at: [www.pacts.org.uk](http://www.pacts.org.uk)

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PACTS proved the secretariat to the Transport Safety All-Party Parliamentary Group

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