



Research and Engagement Officer

Salary: Band 8, £36,363 - £39,151 per annum, plus a £5,580 MSP (MSP paid over a 12 month period).

Contract type: Permanent

Hours: 37 hours per week

Portsmouth City Council has successfully bid to be one of thirty Health Determinants Research Collaborations (HDRC) nationally. The HDRC is a new element of National Institute for Health and Care Research (NIHR) research infrastructure funded by its Public Health Programme that will be based in local government. The purpose is to enable local authorities to become more research-active, undertake new research and use existing evidence to inform our decision making, and undertake evaluation activities. There will be a central focus on health inequalities and actions to tackle issues faced by disadvantaged groups and areas.

As a result, we are looking for a talented and customer-focused market research professional to join our market research team as we develop research projects as part of the HDRC. The successful candidate will demonstrate a strong ability to identify, and co-ordinate existing data sources—both internal and external—to support evidence-based decision making. You'll be expected to maintain oversight of available research and data across the organisation and beyond, working closely in collaboration with relevant internal and external colleagues, such as the leads from our HDRC partners at the University of Portsmouth and HIVE Portsmouth. You will ensure that relevant information is shared with colleagues and partners to enhance the impact of insights gained across the organisation and city.

The post holder will be confident engaging a range of stakeholders, including internal staff, stakeholders from organisations and groups in the city and the general public, and will have a good grounding in the principles and practice of a research methods including focus groups, interviews and surveys.

Market research, consultation and engagement with our residents and stakeholders is at the heart of the council's approach to developing services. We're looking for someone to embrace that ethos and support the council to embed a research culture to drive evidence-based decision making through collaboration, empowerment and upskilling of the workforce.

If you are proactive, with a strong commitment to using your excellent research and insight skills to take the council forwards, and a real passion for making a difference to our customers, we want to hear from you. We're looking for someone with strong qualitative research skills but who is also a good allrounder and has experience in quantitative work. Most importantly we need someone who wants to go out and talk to people to find out what they think, as well as working with internal stakeholders to help build research capacity within the council.



Managed by the research manager, the post sits in the research team for professional support and links to research work taking place across the organisation. You would also work closely with colleagues in other departments and be a key part of relevant project teams to fully contribute to the project and ensure a joined-up approach to evidence-based decision making.

This role will be based in the council's Civic Office in the centre of Portsmouth. You would be expected to spend a minimum of two days a week in person either working in an office or in the field, with the remainder working from home. In person time is likely to be higher when fieldwork and training will require in-person attendance for events like focus groups, workshops and interviews.

The research officer will:

- Develop and implement research plans to support a range of projects and campaigns, using a range of research tools including in-person surveys, focus groups, depth interviews and digital channels - this will range from a hands-on approach and working directly with customers, right through to commissioning and managing partner agencies
- Support large corporate consultations, and lead on smaller projects
- Liaise with client service across the council and the HDRC team to take research briefs and provide recommendations on how best to meet their needs
- Gather customer data from multiple sources, analyse, present findings and make clear recommendations through concise reports and/or effective presentations
- Have oversight of data and research within and outside of the organisation and support project teams in sharing this to enhance the organisational culture
- Work alongside teams to build research capacity through empowering and upskilling the workforce, and share learning externally such as with local partners and the national HDRC network

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Who is the person?

The right person will have the following:

- sufficient experience or a professional qualification in a research related field and/or a degree with significant social research content (at least 30% social methods and coverage of research methods)
- experience, knowledge and understanding of a wide range of market research tools, data sources and software
- proven experience developing bespoke research plans for projects and campaigns (in the field of health inequalities and the wider determinants would be a bonus)
- experience interpreting and evaluating existing data and customer research



- proven ability to gather and analyse qualitative and quantitative data, make recommendations and present findings
- proven knowledge and understanding of customer relationship management
- excellent written and verbal communications skills
- ability to work with a range of stakeholders, establishing relationships, providing professional advice, making recommendations and presenting findings
- proven skills or experience managing research projects and a varied workload
- initiative, enthusiasm and customer focus

Additional information:

If you have any questions, or would like an informal discussion about the role, please email Emily Acton emily.acton@portsmouthcc.gov.uk

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Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.