



Policy & Research Co-ordinator



ROLE DESCRIPTION

GRADE

Grade 4

LOCATION

Craiglockhart, Edinburgh

LINE MANAGER

Director, Equate
Scotland

ROLE SUMMARY

Policy tracking and research that supports Equate Scotland’s work on gender equality in STEM (Science, Technology, Engineering, Maths and the Built Environment). Working and building relationships with policy groups, sector, and industry partners. Working with the training team to ensure that our training and services are informed by best practice utilising current evidence and policy. Responsible for creating new delivery materials and coordinating policy and research related activities and projects. Supporting the wider work within the Equate Scotland team as required.

LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities.

MAIN DUTIES AND RESPONSIBILITIES

- Lead on the organisation's policy informed research, and consultation with the Director to map Scottish and UK Government policy agendas to Equate Scotland's objectives.
- Responsible for representing and networking with other relevant equality and policy groups to build on areas of common interest and joint influence.
- Responsible for tracking trends within key STEM sectors in relation to the broad themes of equality, diversity, and inclusion (EDI), gender, and employment, and apply current policy knowledge for external and internal training.
- Share knowledge through regular team updates (internal newsletter) and be able to provide evidence to team members for training and programme development.
- In consultation with Equate Scotland colleagues, design and manage data gathering processes to inform the creation, monitoring and evaluation of Equate's programmes.
- Collate accurate data from events, manage budget, and provide reports as required to ensure project governance in accordance with the requirements of our funders and our key performance measures.
- Develop, coordinate, and distribute annual employer and STEM women surveys that are adapted to different sectors.
- Supported by the training team, organise and deliver focus groups, events with stakeholders.
- Produce research and evaluation reports that can be shared with employers, policymakers, and other stakeholders.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).
- Work closely with Equate Scotland colleagues, contributing to work that will advance women's labour market equality within the STEM sectors.
- Carry out any other duties required by the Director commensurate with the post.

PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

EDUCATION / QUALIFICATIONS

- HNC or equivalent or relevant and transferrable work experience



SKILLS / EXPERIENCE

- Demonstrable background in policy and research
- Ability to assess/analyse/share information and data to inform key learnings and continuous improvement in Equate Scotland's knowledge on issues affecting gender equality
- Experience of sharing information with different audiences
- Effective communication skills including report writing
- Practice based knowledge of quantitative and qualitative research methods
- Experience of designing and delivering surveys, interviewing, and focus groups
- Ability to interpret data and communicate research findings effectively
- Commitment to gender equality
- A team-player with the ability to work collaboratively, share knowledge, experience and best practice
- Experience in training and event management
- Understanding of issues relating to Gender Equality

