



**Person Specification – Research and Insight Manager
(Durham and Sunderland)**

Competency	Role Specification	Evidence/Demonstration of meeting specification	Essential	Desirable
Qualifications	Educated to degree level in a related area, or comparable learning and experience in a related area such as research, data collection and analysis or social sciences.	Application Form, Certificates	✓	
	Educated to Master's level in Research or similar			✓
Experience	Significant (minimum of 3 years) experience of leading on the planning and execution of research and/or monitoring and evaluation projects.	Application Form, Interview, References	✓	
	Experience of identifying and gathering data, research and insight from a number of sources to support research/organisational objectives.		✓	
	Experience of empowering and enabling others to adopt an evidenced-based approach to their work.			✓
	Wide ranging experience of identifying, gathering and presenting data, research and insight from several sources to inform and influence decision making.		✓	
	Experience of leading and directing others to complete research and/or evaluation tasks.			✓

	Experience of maintaining databases of information and analysing and reporting the data and research clearly and concisely.			✓
	Experience of contributing to the planning, monitoring and evaluation of projects or programmes.		✓	
	Experience of successfully communicating with individuals / organisations to gather and/or provide meaningful information.		✓	
	Experience of preparing and presenting reports.		✓	
Skills, Knowledge & Aptitude	Excellent written and oral communication skills, with the ability to write and present clearly and concisely.	Application Form, Interview, References	✓	
	An understanding of issues surrounding public health, health inequalities, social inequalities, behaviour change and/or physical inactivity.			✓
	Excellent level of numeracy with the ability to translate data and qualitative information.		✓	
	Knowledge of quantitative and qualitative research tools and techniques, as well as knowledge of data security legislation and up to date practice.		✓	
	Ability to forge meaningful relationships and influence the approach of others as well as a commitment to providing high levels of customer service.		✓	
	Knowledgeable about, and skilled in using, appropriate software packages to display research and insight information in a visually appealing and easily digestible format.		✓	

	Good IT skills and knowledge, commensurate with an office environment.		✓	
	Excellent administrative and planning skills.		✓	
Motivation & Working Practices	Committed to sport and physical activity, equality, diversity, inclusion and safeguarding.	Application Form, Interview, References	✓	
	Able and willing to work as part of a multi-disciplinary team and contribute effectively to the work of the team.		✓	
Other	Committed to continuous professional development and maintaining pace with industry trends and developments.	Application Form, Interview	✓	
	Able to meet the travel requirements essential to the post, including managing time and regular travel between the Charity's office and partner locations across Durham and Sunderland (and sometimes further afield).		✓	
	Willing and able to work between an office and a home environment, with a flexible attitude, when required to work at third party locations. This may include working evenings and weekends on occasion.		✓	