



## JOB DESCRIPTION POLICY & RESEARCH OFFICER

### Job details

<b>Location:</b>	Home-based, with travel
<b>Reporting to:</b>	Policy & Research Director
<b>Hours:</b>	15 hours per week
<b>Salary:</b>	£9,906 per annum

### Job purpose

The role is part of the Policy & Research Branch, staffed by the AFF Specialists and Policy & Research Director. The Policy & Research Officer will support the work of the team and AFF in general, working closely with colleagues to pursue necessary channels of research and analysis to gather evidence of issues affecting Army families.

### Job responsibilities

Responsibilities of the post include:

- Responsible for the management of AFF surveys, including: identifying topics and stakeholders, managing the survey process, establishing and monitoring timelines, drafting survey questions, analysing survey results and providing written reports to summarise the findings.
- Provide analysis and briefings on key Army and MOD reports, such as the Armed Forces Continuous Attitude Survey and Armed Forces Pay Review Body, as well as general reports that may be relevant to Army families.
- Reactive research, as directed by the Policy & Research Director, to include any research required for AFF to respond accurately and swiftly to media enquiries and to further explore issues raised by families.
- Maintaining awareness of issues which may affect Army families, to include consideration of possible impact of policy change decisions made at Government or MOD level.

- Point of contact with academics and researchers undertaking collaborative research with AFF.
- Monitoring parliamentary activity relevant to AFF and Army families' issues, including analysis and briefings of parliamentary reports, such as Defence parliamentary questions, Defence Select Committee and the Budget.
- Co-ordinating the Policy & Research response to the Covenant tracker and providing support to the Policy & Research Director on Armed Forces Covenant policy issues.
- Management and analysis of the AFF enquiries database for production of the Families Concerns report.
- Providing data to assist with funding bids.
- Any other duties appropriate to the post, as required by the needs of the organisation from time to time.

## Knowledge, skills and experience needed for the job

- All applicants must be eligible to work in the UK.

ESSENTIAL
Ability to analyse evidence and data, with the capability to translate complex technical evidence into easily understandable information
Experience in writing and analysing reports and briefs
Clarity of expression, both written and verbal
Self-motivated - ability to work on own initiative and outside a formal work environment
Ability to work across a wide range of issues, often switching rapidly between them
Good organisational skills
Ability to prioritise workload and utilise time effectively
Ability to cope under pressure, and work to tight deadlines
Good stakeholder engagement skills
Understanding of principles of client confidentiality
A keen interest in the welfare and quality of life for Army families
Understanding and current knowledge of Army life and its impact on families
Sound working knowledge and experience of using Microsoft Office, in particular Word, Excel, Outlook and PowerPoint
DESIRABLE
Knowledge/experience of Survey Monkey
Knowledge/experience of other survey methods, such as focus groups
Experience and knowledge of policy development in the public sector
Familiar with current affairs in politics and Defence at local and national level

## Self-development, team-working and conduct

All staff members should:

- Undertake appropriate personal development and maintain and develop skills and knowledge as determined by the Performance Review process and in contact with your line manager (subject to the availability of resources).
- Monitor and maintain a safe working environment and working practices, at all times, and report any health and safety issues or risks to the AFF H&S point of contact.
- Work as a positive team member, in accordance with AFF's Equal Opportunities and Dignity at Work policy and procedures.
- Behave in a professional manner at all times, reflecting and maintaining AFF's Core Values, and generating a positive image of AFF to all stakeholders.
- Adhere to all AFF policies and procedures to ensure these are maintained at all times.

## What we do for you

<b>When do I work?</b>	Generally during normal working hours, Monday-Friday. However, you will be required to work reasonable additional hours in order to fulfil the requirements of your role, including travel and overnight stays.
<b>Does AFF pay overtime?</b>	We don't pay overtime, but we do operate a Time Off in Lieu (TOIL) policy.
<b>How much holiday do I get?</b>	Work life balance is important and we give all staff 30 days' holiday a year (pro-rata if you work part time), plus 8 recognised public and bank holidays. PLUS, staff can take the day off on their birthday as an additional day's paid leave.
<b>How will AFF review my salary?</b>	A pay committee, made up of Trustees and the Chief Exec (with contributions from senior managers), reviews pay annually.
<b>Will AFF help me save for the future?</b>	AFF has a workplace pension scheme with NEST, and contributions are based on statutory auto-enrolment rates.
<b>How will AFF help with my development?</b>	Your induction will include time with your line manager.  We offer internal training (1-2 times per year) and you will receive an annual Performance Review with your line manager.
<b>Employee Assistance Programme (EAP)</b>	The EAP provides confidential and independent advice and support on many of life's challenges including mental, physical and emotional health issues and financial difficulties.

## Job context and other relevant information

- References will be taken up on appointment.

- The successful applicant must be prepared to travel within the UK to meetings as required (and overseas on occasions), and to attend staff training events, usually held in the Hampshire area, some of which may require overnight stays.
- There will be a six-month probationary period and you will be required to sign an agreement that you will abide by the AFF Confidentiality Policy as part of your contractual obligations.
- Expenses incurred in the course of fulfilling the duties of the post will be paid according to the Expenses Claims Policy in force at the time.
- We rely on home-based staff to supply electricity and use of broadband for purposes of working effectively from home. In some circumstances, a tax rebate can be claimed from HMRC in support of these small costs incurred.
- AFF supplies a laptop and mobile phone with this position. All home based staff are expected to provide a suitable home working environment in which to use this equipment effectively and assessment of suitability may need to be carried out before an appointment is made.