



## JOB DESCRIPTION

**Job Title:** Deputy Director – Research and Evaluation – CSA Centre

**Department:** Centre of expertise on child sexual abuse

**Section:** Children's Services

**Reports to:** Director of CSA Centre

### Line Manager and Budgetary Responsibilities:

Direct reports: 4 x Principal Research and Evaluation Officers

Indirect reports: 1x Research Officer; other commissioned researchers

Budget managed: Research and Evaluation budget c. £20k - £100k, non-staffing budget dependent on overall CSA Centre grant

### Context:

This is a role within the independent Centre of expertise on child sexual abuse (CSA Centre) for England and Wales, funded primarily by the Home Office and hosted by Barnardo's. The CSA Centre aims to inform and improve policy and practice at local and national levels by identifying, generating and sharing high quality evidence on the current scale and nature of child sexual abuse, and what works to prevent and tackle it.

### Key working relationships:

**Internal:** Director, Deputy Directors and other members of the CSA Centre team. Barnardo's Corporate Leadership Group and Barnardo's child sexual abuse leads.

**External:** Relevant stakeholders, including UK Universities, research providers and other academic networks, senior research and policy leads at the Home Office, Ministry of Justice, Department for Education and other government departments; Foundations and other national what works centres; the Office for National Statistics.

### Job Purpose:

To lead the CSA Centre's ambitious and extensive programme of research and evaluation, including leading and managing the Research and Evaluation Team responsible for delivering this programme to drive impact in improvements to policy and practice in response to child sexual abuse across England and Wales. Including working with senior leads across government, strategic bodies, national and local agencies, voluntary sector and professional bodies to ensure that their own policy and practice on child sexual abuse is informed by the CSA Centre's latest research and evidence and, as part of the CSA Centre's Senior Management Team, setting the



strategic direction and driving forward the work with a particular focus on ensuring the CSA Centre is highly visible, credible and a thought leader.

### **Key Responsibilities:**

- To lead and manage the CSA Centre's Research and Evaluation Team, including supporting their wellbeing, learning and development needs, conducting regular progress and wellbeing reviews, and ensuring delivery of research, evaluation and monitoring activity as agreed with the Home Office, Ministry of Justice and other funders, within the terms of the relevant grant agreements.
- As part of the Senior Management Team, to lead the development and oversee delivery of the CSA Centre workplan, developing strategic approaches to research, evaluation and monitoring activity in order to drive sustainable changes to knowledge, understanding and practice, working closely with the CSA Centre's team of Practice Improvement Advisers (PIAs) and Policy and Communication leads.
- To ensure that all CSA Centre research meets expected quality standards, overseeing processes relating to ethics, pre-publication review processes, and engagement with key stakeholders including experts by experience.
- To engage both proactively and reactively with research and policy leads at the highest levels (including those within Government and senior national, regional and local strategic leads representing local authorities, education bodies, police forces, health agencies, voluntary organisations, universities and representatives from professional bodies), including responding to and providing challenge when necessary.

### **Key Activities:**

#### **Leading and managing the CSA Centre's Research and Evaluation Team**

- To line manage the Principal Research and Evaluation Officers, including ensuring appropriate arrangements are in place to manage the team's development and wellbeing needs and oversee their workload.
- To support the CSA Centre in Director in managing the research and evaluation budget.
- To oversee the appropriate allocation of Research and Evaluation Team resources to support the wider CSA Centre workplan, including ensuring a proportionate level of monitoring and/or evaluation support to key projects.

#### **Developing strategic approaches to research, evaluation and monitoring activity**

- To systematically identify evidence gaps, including through consultation with stakeholders, shape research plans and clarify role of CSA Centre in addressing gaps and facilitating wider discussion.
- To oversee the design and commissioning of research, evaluation and monitoring activity, including research work undertaken in-house, and when commissioned, the procurement process from drafting specifications, contract management, quality assurance to ensuring delivery to time and budget.
- To oversee the production of accessible summaries of existing research, bringing confidence to the field, such as through Key Messages from Research papers and 'What you need to know' summaries. In all products, to share in the CSA Centre's commitment to clear, demystifying, non-stigmatising language.



- As part of the Senior Management Team, to ensure that the CSA Centre work programme, and particularly those aspects relating to research, evaluation and/or monitoring activity, directly addresses the needs of minoritised and/or under-identified groups, including looked after children/care leavers, those with learning difficulties and disabilities; those of racialised heritage; lesbian, gay, bisexual and transgender people; and boys and young men as well as girls and young women.
- To work with the Director and Senior Management Team to identify and manage issues which pose a risk to the reputation of the CSA Centre.

#### **Ensuring that CSA Centre research, evaluation and monitoring activity meets expected standards**

- To ensure that robust research governance processes are in place for all research and evaluation activities, including oversight of and input to major programmes by advisory boards or working groups, experts including experts by experience.
- To ensure research produced by, or on behalf of, the CSA Centre is of a high quality and meets appropriate ethical standards, taking account of its sensitivity and profile.
- To oversee the application of explicit ethics guidance and materials, and the CSA Centre's independently chaired Research Ethics Committee.
- To ensure that the CSA Centre actively seeks the views of parents and carers, adult victims and survivors and, where appropriate, children and young people, as relevant in planning and delivering research and evaluation.
- To oversee the management of the CSA Centre's diverse panel of experts by experience, who advise on its own pieces of work; ethics scrutiny; review publication drafts; and sometimes advise external bodies.
- To ensure that Equalities Impact Assessment screenings are undertaken on all new pieces of research activity and reviewed at key points throughout the project.

#### **Engaging both proactively and reactively with research and policy leads at the highest levels**

- To support the Director in preparing the CSA Centre's response to our funders' monitoring and other reporting requirements, with particular attention to capturing evidence of impact, including attendance and frequent presentations at cross-Whitehall Steering Group as well as the CSA Centre Advisory Board.
- To develop relationships with Trusts, Foundations and other potential funders in seeking further resources to enable the CSA Centre to deliver on more of its aims and improve its sustainability; write/oversee bid development as needed.
- To represent the CSA Centre at seminars, conferences and other events and sit on external coalitions or on key senior stakeholder groups convened by the Government or others.
- To work with colleagues to understand the context and work plan in Wales and manage the associated implications for the CSA Centre's research activity, including when overseeing pieces of work with a remit across the nations.
- To deputise for the CSA Centre Director where necessary, including in discussions with senior civil servants.



This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to change based on the needs of the CSA Centre. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

**Pre-employment checks will be required for the role.**



## PERSON SPECIFICATION

*All criteria are essential unless indicated as desirable (D).*

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**Please note:** Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

### Education/Knowledge

- Educated to Masters level or equivalent professional qualification.
- Recognised authority in qualitative and quantitative research and evaluation.
- Recognised authority in understanding of governmental and public sector landscapes; charity sector; and a range of professional sectors / services.
- In depth knowledge of the current research landscape in relation to child sexual abuse.
- Understanding of the aims and objectives of the Centre of expertise on child sexual abuse.
- Understanding of devolution and the Welsh Government.

### Experience

- Experience at a professionally specialised or managerial level.
- Experience of line managing a team of researchers.
- Experience of translating organisational objectives into a strategic and cohesive research and evaluation plan.
- Significant and demonstrable experience of designing, planning and delivering research projects and programmes of monitoring and evaluation on child sexual abuse, or closely related issues, using a wide range of methodologies.
- Demonstrable experience of managing a portfolio of multiple and diverse projects.
- Experience of end-to-end process of developing, commissioning and managing research projects and programmes of monitoring and evaluation
- Experience of developing and overseeing research ethics governance.
- Experience of representing a team/organisation internally and externally at a senior level, for example on Boards or working groups.
- Experience of managing and balancing relationships with multiple senior stakeholders with differing views and agendas, including those in academia, government departments and statutory bodies.
- Experience of working in a politically sensitive environment.
- Experience of working with sensitive and/or traumatic material, and supporting research staff in doing so.
- Working in a participative manner with those with lived experience of abuse.
- Working in an equal opportunities and anti-discriminatory framework.
- Experience of contract management (D) and managing a budget/resources.
- Experience of acting as media spokesperson for an organisation (D).

**Skills/Abilities**

- Meticulous and systematic approach to problem solving and decision making
- Able to understand and apply a wide range of both research and evaluation methodologies.
- Able to manage and oversee the development and wellbeing of a diverse team of researchers
- Able to manage sub-contracted work, including procurement process, monitoring delivery and ensuring requirements are met.
- Able to manage and motivate individuals outside of your direct control/line management.
- Strong time management and organisational skills, managing competing priorities and a portfolio of multiple projects.
- Strong writing skills, including evidence of published work for different audiences; ability to manage others to produce accessible materials
- Highly developed social, professional and negotiating skills, including strong verbal communication and inter-personal skills
- Ability to represent an organisation with stakeholders at the highest level, including by providing diplomatic and constructive challenge when necessary.
- Ability to work in a self-sufficient way, including sound judgement on what issues to take action on personally, and which to escalate.
- Strong time management in a fast-moving environment, and the ability to manage competing priorities.

**Circumstances**

- Ability to travel and attend meetings within the UK in order to fulfil lead responsibilities.
- Ability to stay away from home and occasionally work unsocial hours.

**Competencies****Strategic orientation:**

Ability to translate the CSA Centre's strategic objectives into a cohesive work plan.

**Professional/business initiative:**

Ability to act independently and be self-reliant to explore appropriate solutions without being asked. Thinking ahead of the present to act on future needs and opportunities.

**Organisational awareness:**

Ability to identify external decision-makers and the key influencing individuals and to predict how new events or situations will affect individuals and groups within the organisation. Giving consideration to who needs to know, the level of urgency and the most appropriate communication channels.

**Impact and Influence:**

Ability to achieve individual and organisational objectives through the use of excellent communication skills, effective negotiating and influencing techniques. Ability to negotiate, convince and influence others in internal or external environments in order to get support for the



Centre's desired agenda. External environments may include media, politicians, local authorities, and professional bodies.

**Planning & Organising:**

Ability to strategically lead and plan various projects within a portfolio, managing staff and consulting with others, and ensuring that products are delivered on time and to a high standard. Good project and time management skills. Ability to manage a diverse workload, progressing longer projects at the same time as responding to quick deadlines.

**Problem Solving:**

Ability to analyse in a logical way and identify patterns and connections which are not immediately obvious. Ability to effectively use evidence, to sift out the essential elements from a mass of complex information, and to integrate and synthesise ideas and information into a coherent whole.

**Team working:**

A commitment to building and maintaining an effective staff team. A commitment to working collaboratively, sharing information proactively and fostering good relationships with colleagues, external services and networks.

**Managing Diversity:**

Recognising the unique potential that individuals from differing backgrounds, experiences and perspectives bring to Barnardo's. Utilising individual performance, developing staff, responding to changing working practices and acknowledging the changing customer/client base that the organisation operates with.

**Barnardo's Basis and Values, and Equality, Diversity & Inclusion (EDI) Code of Conduct**

Actively demonstrate Barnardo's Basis and Values and EDI Code of Conduct in all areas of work:

- Respecting the unique worth of every person
- Encouraging people to fulfil their potential
- Working with hope
- Exercising responsible stewardship

**Leadership and Management Behaviours**

Act as a role model for the Barnardo's Leadership and Management behaviours:

- Driven to deliver
- Leading and engaging
- Strategic thinking



**To be completed by the People Team / Pay and Reward Team**

Job Title	Deputy Director – Research and Evaluation – CSA Centre
Grade	A
Job Family	Enabling Services
Job Type	Heads/Assistant Directors
Compensation Region	Rest of UK