# Research Co-ordinator

## Role Description

|  |  |  |
| --- | --- | --- |
| Salary grade: |  | B |
| Reference number: |  | RC |
| Team: |  | Corporate Services |
| Reporting to: |  | Manager (Evaluation and Research)  |
| Line managing: |  | No line management responsibility |
| Location: |  | This role can be based at any one of the Arts Council of Wales offices in Cardiff, Colwyn Bay or Carmarthen. |
| Travel: |  | Frequent |

### The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We’re ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

### Our values

As a public body we’re expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

### About this role

As a public body, the Arts Council strives to manage its affairs to the highest standards of effectiveness and accountability. The Research Co-ordinator contributes to the Research & Evaluation team in achieving that goal.

Ensuring that the Arts Council understands, and can report on, the impact of its investment is key to ensuring that we are using our funds wisely. Through the collection, compilation, analysis and presentation of data, the Research Co-ordinator will be able to aid in the provision of information and data that helps us to assess how effective we are being in meeting our objectives. This information can also be used to provide a wider understanding of the impact of the Arts Council’s funding, and of the activities that it supports.

### Principal responsibilities

Administration – assist with the contribution of data and business intelligence to the development of policy and strategy:

* assist in the development of research projects
* the analysis of primary and secondary data
* the monitoring of arts activity (especially Arts Portfolio Wales Clients)
* the administration and development of arts surveys.

Project delivery – contributes as a team member to the delivery of tasks and projects that are evaluation and research related.

Advice and information – supports our Information Service by:

* assisting colleagues in the development of research projects
* researching, developing, preparing information and briefing materials for internal and external audiences.

Monitoring – promotes the pursuit of excellence in the arts in Wales by:

* assisting in the collection and analysis of data on the performance of our Arts Portfolio Wales Clients.

Reporting – supports the effective use of Arts Council funds by:

* assisting in the provision of regular data and business intelligence
* assisting in the provision of data and information for external publication.

Advocacy – promotes the profile of the Arts Council of Wales and the activities that it supports.

Corporate compliance – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

Additional duties – any reasonable duties consistent with the above.

### Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we’re efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they’ll have developed good organisational skills. So we’re particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they’ll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * A qualification in a relevant discipline containing formal training in statistical theory and research methods (e.g. mathematics, economics, sciences, business studies, psychology and sociology) and/or relevant experience with demonstrable ability in a statistics related field
 |  |
| **Knowledge** | * Knowledge of research and evaluation methods, including the use of research software, databases and electronic data capture
* Numerate with sound statistical and analytical skills
* Basic knowledge of key external data sources (for example data on political, social, economic, cultural and arts issues)
* A familiarity with data collection and reporting issues – the ability to assess and diagnose data content
 | * An enthusiasm for the arts
* Knowledge of the arts in Wales
* Familiarity with project management techniques
 |
| **Skills** | * Highly developed IT and administrative skills
 |  |
| **Experience** | * Experience of data management/information systems and/or databases
 | * Experience of working within a similar role within the charitable or public sector
 |
| **Attributes** | * Commitment to and awareness of equal opportunities, in particular to access for staff and visitors
* The ability to manage and execute a diverse programme of projects and tasks
* Outcome orientated with the determination to drive tasks through to practical completion
* Accurately prioritises key tasks
* Ability to work under pressure
* Confident and well organised
* Takes responsibility for own work and makes decisions within the parameters of the post
* Commitment to high standards of customer care
* The ability and willingness to frequently travel throughout Wales
 |  |
| **Welsh language** |  | * Fluency in Welsh (both written and spoken)
 |