

Information pack

Head of research

July 2024

1. Introduction

Green Alliance is a charity, independent think tank and advocate, committed to achieving a greener future. We believe that ambitious political leadership is the route to change at the speed and scale necessary.

We play a central role in shaping the natural environment, climate and resources agendas in the UK and are known for our cross party influence and the clarity of our insights.

The high quality of our work, our experienced team and our collaborative approach have enabled us to develop excellent relationships at the highest level, with political parties, businesses, NGOs and academia.

2. The role

We are looking for a head of research to oversee our research and analysis, and support Green Alliance's policy themes in producing high quality outputs.

Thought leadership is one of Green Alliance's defining activities: we initiate debate and bring new perspectives to challenging environmental issues. We do this by exploring issues from original angles and presenting information in compelling and relevant formats. Our highly skilled team of analysts conduct research and interpret data from a range of sources to inform our insights and recommendations on environmental policy.

You will have excellent research capability and attention to detail. You will also be a problem solver and creative thinker, able to get to the heart of policy issues and turn them into interesting and solvable research questions.

You will already have knowledge and experience of working in the area of at least one of our four policy themes: greening the economy, natural environment, resources and low carbon future (eg transport, housing and industry).

Your time will be divided between four main areas of work, requiring excellent time management and communication with colleagues. These are: line management and development of our talented analysts; supporting projects and theme leaders to develop and deliver high quality research, working alongside the policy and research director, including overseeing peer review to ensure high quality outputs; project management of one or more policy projects and develop an area of expertise within the organisation; and fundraising for activities where you have particular strengths, alongside the strategy director. As this is a new role for Green Alliance, there will be an opportunity to shape the role with the policy and research director to suit the skills and expertise of the successful candidate.

For the writing and fundraising aspects of this role, you will need to be a good communicator, and skilled at ensuring outputs and events are effectively planned and executed to deadline. Your ultimate goal across the projects you directly manage, and where you offer oversight and support, will be to persuade policy makers to adopt our proposals.

3. Position in the organisation

This role will report to the policy and research director. You will work alongside other staff in a policy team comprising the executive director, policy and research director, strategy director, heads of themes, senior advisers, advisers, senior analysts, analysts and trainees. You will work with the communications team on the production of outputs, events and media, and with the politics team to ensure that our policy work has the desired impact.

4. Key tasks and responsibilities

Support high quality research across policy team:

- Maintain Green Alliance's reputation as a respected thought leader on climate and nature issues by leading on the development and delivery of high quality research and policy thinking.
- Work with theme leads and the senior management team, to design research plans, and help to address any issues with delivery.
- Review draft outputs from research projects and advise project and theme leads.
- Manage peer review of quantitative research.

Project manage for impact and provide subject matter expertise across one or more areas of our work:

- Work closely with the policy team and communications team to produce high quality outputs and strong advocacy campaigns leading to change.
- Engage business and other stakeholders to strengthen Green Alliance's insights and promote innovative solutions to environmental challenges.
- Work with colleagues, including those in the politics team, to devise persuasive advocacy of the recommendations arising research and analysis in specific areas.

People management:

- Manage the team of five analysts, working with the senior management team to assign them as appropriate to projects and ensuring the delivery of high quality research to deadline.
- With support from the senior management team, train and develop the analysts to equip them with skills to advance our work.

Fundraising:

- Develop innovative project proposals to support Green Alliance's strategy and objectives and work with the strategy director to secure funding for them.
- Monitor and evaluate the results of projects and impacts, collating evidence effectively in reports to funders.

Other:

- As this is a senior role, you will help to support effective organisational decision making and act as a role model for other staff.
- Support the research director with additional tasks as required

- Contribute to strategic and project planning, and organisational development processes.
- Represent Green Alliance at meetings, seminars, conferences and in the media, as required.
- Write articles and blogs for Green Alliance and outside bodies in line with organisational objectives.
- Any other task which may be reasonably requested to be undertaken within the scope of this post.

5. Person specification

Knowledge & experience

Essential

- Good understanding of the issues in one or more of Green Alliance’s policy themes: resources, natural environment, low carbon future (transport, housing, energy and industry) and greening the economy, and knowledge of wider UK environmental policy.
- Experience of data analysis, synthesis and presentation.
- Experience of graphic data presentation techniques and programmes.
- Track record of leading research projects to create impact.
- Experience of line managing people.

Desirable

- Experience of handling large datasets including government data.
- Understanding of economic issues and how to frame analysis in economic terms.
- Experience of developing high quality communications outputs.
- Experience of supporting policy-related work.
- Experience of providing media commentary.

Skills and competencies

- Excellent quantitative analytical skills.
- Eye for detail, trends and anomalies.
- Strong interpersonal skills and collaborative style.
- Excellent writing skills.
- Excellent project management skills, working to tight deadlines across multiple projects.
- Ability to lead a small team and adapt to new opportunities as they arise.
- Flexibility to respond quickly and strategically to opportunities as they arise.

6. About Green Alliance: our culture and values

Green Alliance is committed to achieving positive outcomes for the environment. To do so successfully, we aim to create a supportive, inclusive and collaborative working culture that allows our staff to reach their full potential.

In our work to deliver ambitious leadership for the environment we are guided by the following values:

We are optimists

We believe that a green and prosperous UK is achievable.

We are change makers

We are flexible and agile, focusing on where the power is, and on whatever we think will have the greatest impact.

We are collaborative

We are pluralists and believe that collaboration and seeking to understand others' viewpoints is the only way to make progress; this is reflected in how we operate both internally and externally.

We embrace complexity

We will never ignore the fact that environmental issues are inherently complex and inseparable from other important issues, including social impacts, and we do our best to address this in all our work.

We are inclusive

In all aspects of our work we seek to include, involve and listen to diverse voices and communities, as a necessary component of success.

7. About Green Alliance: our vision and strategy

Our vision is for a green, prosperous and equitable UK, where people and nature thrive together.

Our society and the economy will be built on strong principles of environmental protection, restoration, resilience and fairness. These will ensure long term wellbeing and a healthy environment.

Everyone, wherever they live, will have affordable, sustainable and high quality homes, transport and food, and access to green spaces that are rich with nature. Our economy and infrastructure will support companies to be resource efficient, offering green jobs.

Ambitious political leadership is at the heart of achieving our vision.

What we do

Green Alliance is the UK's leading environmental think tank, working to secure the political leadership that is needed to address the climate and nature crises. We advocate ambitious, achievable environmental solutions based on robust analysis and evidence. As well as immersing ourselves in achieving impact today, we look to the future to create the context for addressing the hardest to tackle environmental issues. We build a credible case for change by working with politicians, academics, businesses and environmental experts.

Research and insightful analysis:

We provide evidence and improve understanding of complex environmental challenges, and demonstrate practically how to overcome them.

Advocacy:

Our advocacy, based on expert insights, drives greater political ambition, shapes the agenda and improves environmental outcomes.

Convening with a purpose:

We forge constructive alliances to raise political ambition and secure progress. We convene through formal coalitions, informal networks and high profile events.

Our strategic aims

Green Alliance will work to ensure the UK government rises to the significant environmental leadership challenge of this decade and, in doing so, reaps the many social and economic benefits that will come from addressing the climate and nature crises.

Our strategic plan for 2024-25 has four headline goals:

- Secure the mandate for ambitious action from politicians.
- Decisive action in the first 100 days of the next government that secures real world change.
- Lay the ground for long term transformative environmental policy.
- Ensure internal culture, systems and processes are aligned to maximise our impact and enable our people to thrive.

8. Terms and conditions

Terms:	<p>This post is advertised as a permanent contract.</p> <p>We are happy to consider flexible working arrangements.</p>
Salary band:	<p>£49,169 to £54,437</p>
Salary:	<p>Will be commensurate with experience but we would expect the starting salary offered to be at the lower end of the band to allow for progression.</p>
Location:	<p>Green Alliance's office is in central London and is fully accessible. We support hybrid working; our staff are usually in the office for at least two days a week and can work at home for the rest of the time. We will provide IT hardware and other equipment required to work at home but you will need good internet access.</p>
Hours:	<p>35 hours per week; the post holder would be expected to work occasional evenings for time off in lieu.</p>
Holiday:	<p>25 days per year in addition to statutory holidays and the period between Christmas and New Year.</p>
Additional benefits:	<p>Green Alliance aims to be a progressive and considerate employer and encourages employees to maintain a healthy work-life balance. We provide a comprehensive employee assistance programme for all our team which includes access to legal advice, counselling and support.</p>
Pension:	<p>Green Alliance provides an auto-enrolment pension with Aviva. All employees receive a pension contribution up to 7.5 per cent of gross salary which may be paid into this scheme or another of their choice.</p>



9. Application process

Applicants should complete and return the application form downloaded from the Green Alliance website to recruit1@green-alliance.org.uk. You should focus in particular on how you meet the person specification. Please save and send your completed application form as a Word or PDF document titled Your Name_Research. Applications by CV will not be considered.

The closing date is Monday 19 August 2024 at 9am. The first round of interviews will be held in person at our office on Wednesday 29 August 2024. We expect to send invitations to interview on Friday 23 August, so if you do not hear from us by the end of that day you will not have been invited to interview. We are happy to accommodate candidates that need flexibility or adjustments in the interview process.

At Green Alliance we believe that a diverse team leads to higher quality policy development and advocacy for the environment. We value the breadth of lived experience of our staff and support people to thrive. We encourage applications from all sections of society, particularly those from working-class backgrounds and people of colour who are under-represented in the environment and think tank sectors, to help us achieve our vision of a green and prosperous UK for all.

Please note that we can only accept applications from individuals with the right to work in the UK. We are unable to sponsor working visa applications.