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| ASSISTANT RESEARCHER (economist track) |
| Assistant researchers (economist track) in the environment and green transition team will work with their colleagues to help secure a Green New Deal for the UK. They will require good knowledge of at least one key economic policy area in the UK with a strong interest and passion for environment and climate issues. They use their strong economic and quantitative research skills and the ability to work effectively as a team to develop high quality research and economic analysis and take responsibility for discrete elements of work within projects. Assistant researchers are also able to link research to key contemporary debates and communicate complicated ideas clearly to a variety of audiences, internally and externally. This role will provide research assistance and project support across a number of programmes within NEF’s environment and green transition team, and where necessary, support projects across other thematic areas at NEF as well. |
| JOB DESCRIPTION  |
| **Research & policy development*** Conducting high-quality research with policy relevance, in particular in relation to fiscal policy (including tax and public investment), macroeconomics (labour markets and distributional effects of policy) and its intersection with environmental policy.
* Relating research and analysis to policy questions, identifying the policy implications of findings and working with colleagues to develop creative but workable proposals.
* Creating and managing data sets as well as drafting and editing research, policy documents, literature reviews and blogs.

**New Economics in practice - project work*** Supporting work with people who have been worse affected by our failing economic model, and drawing on the findings of NEF colleagues who use a mixture of methods to support communities to make their voices heard.
* Supporting partnership work with local organisations striving to build the new economy.

**Profile & external relationships*** Relating productively to people in the worlds of politics, business and academia as well as colleagues within NEF.
* Developing an initial network of relevant contacts – in particular in the areas relating to one or more areas of fiscal policy or monetary policy – and maintaining relationships with existing funders, and assisting senior staff with fundraising where appropriate.
* Assisting with the dissemination of NEF’s work; organising and facilitating events; and writing external communications such as project updates, newsletters and articles.

**Administrative & organisational work*** Providing high-level project and administrative support to senior research staff.
* Undertaking research administration (e.g. coordinating meetings/surveys/focus groups/travel), administrative support for funding bids/proposals, and budget and financial management (e.g. setting up and maintaining appropriate electronic/hard copy records).
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| PERSON SPECIFICATION  |
| **Essential aspects are shown in bold**. Aspects not in bold are desirable but not essential.**EDUCATION & QUALIFICATIONS*** **A degree or equivalent level qualification in economics, or in a mathematical or social science discipline with knowledge and skills applicable and transferable to environmental economics, or equivalent training and work experience.**

**KNOWLEDGE & EXPERIENCE*** **A good understanding of current environmental economic debates, but more importantly, demonstrable energy, interest and desire to learn more in these fields of research and policy making.**
* **Proven skills and experience in research and research methodology, and the ability to link analysis with current policy debates. This includes introductory level experience in using quantitative research methods, including in a general-purpose statistical software packages such as Stata, SPSS or R.**
* **Good working knowledge of Microsoft Office and proficiency in organising and evaluating data using Excel.**
* Knowledge of the current UK environment and climate policy landscape
* Experience of analysing large datasets, such as the Fuel Poverty or Labour Force Survey, and/or knowledge of other social science data resources

**SKILLS & ATTRIBUTES*** **Excellent writing skills, including the ability to write in a variety of ways (e.g. short, succinct pieces for press and NEF’s website, as well as detailed research reports).**
* **Ability to work effectively both independently, and in a team consisting of both internal and external colleagues, and ability to deal with conflicting demands in a high pressured environment when required.**
* **Excellent and demonstrable organisational and administrative skills, such as those required to support in logistical tasks and the organisation of events.**
* Demonstrable ability in thinking creatively and ‘outside of the box’

**MOTIVATION*** **Commitment to building the new, environmentally sustainable economy with redistribution of power and resources at its core.**
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