



# Independent Commission on UK-EU Relations

## Job description: Research Manager

*Fixed term contract for 12 months, with the possibility of extension.*

**Job title:** Research Manager

**Salary:** £40,000 per annum

**Time:** 37 hours per week

**Reporting to:** Director of the Commission

**Location:** Remote, some travel to London or elsewhere in the UK may be required, occasional travel to Brussels may be required

**Deadline:** 5pm, Thursday 6 October 2022

**Interviews:** Online in the second week of October

### To apply

Please email your CV and a cover letter (both maximum 2 pages) addressing the person specification to [contact@ukeucommission.org](mailto:contact@ukeucommission.org) with the subject line Research Manager.

If you wish to have an exploratory conversation with the Director before applying please email us at the same address.

Two references will be required prior to a job offer being made.

### About this role

The Research Manager is a senior position.

The post holder will:

- be responsible for managing the research process of the Commission.
- facilitate Commission members' engagement with evidence providers, ensuring that they are supported in their work, evidence gathering and deliberations.
- produce high quality briefings and other written communications for internal and external audiences, including the general public, the media, politicians and international audiences.
- work closely with the Commission Director, co-chairs, members and advisors.

- Manage the work of Commission Research Associates who will work for us either full time or part time, and will contribute much of our research content.

## **Key responsibilities**

- Support the Commission Director in designing and implementing the Commission's overall research strategy into the impact of the Brexit agreements on the UK economy, politics and society.
- Manage and document research done by Commission members and advisors, research assistants, evidence-givers and other contributors including think tanks, businesses and sector organisations.
- Communicate progress in each research area to the Commission Director, Commission members and advisors on a regular basis.
- Liaise with external stakeholders including MPs, regional politicians, business and industry leaders, academics, and European bodies including but not limited to the European Parliament and Commission.
- Research topics related to upcoming hearings and produce a briefing for Commission members. Research will include online research and interviews with relevant people in politics and across different business sectors, civil society, academia and think tanks.
- Produce briefings and other communications for external audiences including the general public, MPs and members of the House of Lords, the media and European audiences.
- Provide administrative and logistical support for Commission members and advisors.
- Research evidence providers from across the UK economy, society and politics, and from Europe.
- Organise meetings between Commission members and evidence providers. Most of these will take place online, with occasional in person meetings.
- Organise occasional events for Commission members, advisory members and invited guests.
- Media engagement as required, including writing press releases, articles for publication and dealing with press enquiries.
- Manage Commission social media accounts and email.
- Undertake other tasks as required.

## Person specification

| Job Title: Research Manager |  |
|-----------------------------|--|
| Education/ Training         | <ul style="list-style-type: none"> <li>&gt; Degree level or higher in a relevant discipline</li> </ul>   |
| Experience                  | <ul style="list-style-type: none"> <li>&gt; Experience in current affairs and high level of understanding of the political context, particularly as it relates to Brexit and its outcomes</li> <li>&gt; Experience of representation and communications with evidence of impact or influencing policy makers</li> <li>&gt; Experience of undertaking policy or advocacy work or experience in public affairs</li> <li>&gt; Experience of establishing effective relationships with decision makers and opinion formers</li> <li>&gt; Significant experience of managing or coordinating projects, including proven experience of working successfully and independently to objectives and deadlines</li> <li>&gt; Experience of working with research institutions and consultants (desirable)</li> <li>&gt; Experience of working with the media (desirable)</li> </ul> |
| Knowledge/ Technical Skills | <ul style="list-style-type: none"> <li>&gt; Good knowledge of current affairs and UK politics, particularly Brexit and its outcomes</li> <li>&gt; Knowledge of the EU, its politics and relationships with third countries (desirable)</li> <li>&gt; Excellent communication skills: ability to communicate complex ideas and messages to diverse audiences, orally and in writing</li> <li>&gt; Good analytical skills, both quantitative and qualitative</li> <li>&gt; Proficient in Microsoft Office suite, Google docs and sheet, email software (e.g. Mailchimp), social media (Twitter, Facebook, LinkedIn)</li> </ul>   |
| Personal skills             | <ul style="list-style-type: none"> <li>&gt; Good representational, influencing and networking skills</li> <li>&gt; Good individual and project management skills</li> <li>&gt; Good team player with abilities to work flexibly and manage and support projects across multiple teams</li> <li>&gt; Cross cultural sensitivity and ability to interact well with diverse groups of people</li> </ul>   |

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|                       | <ul style="list-style-type: none"> <li>&gt; Ability to work in a politically independent role (although this is not a politically restricted role and political engagement outside office hours is not prohibited)</li> </ul> |
| Special Circumstances | <ul style="list-style-type: none"> <li>&gt; Willingness to work out of office hours when necessary</li> <li>&gt; Able to travel when required</li> </ul>  |

## What we offer

The salary for this role is £40,000 per annum plus contributory pension. This is negotiable depending on experience.

Working hours are flexible on the basis of a 7.5 hour working day. The role could be reduced to four days per week, paid pro rata, for the right applicant.

Occasional evening and weekend work will be expected, for which time off in lieu will be granted.

When circumstances allow the post holder will be expected to be based in office space in London for part of the week, and to be available for face to face meetings in central London. Some non London travel in the UK and EU will be expected, for which time off in lieu will be granted.

We encourage applications from people from underrepresented groups.

If you would like to discuss this role before applying please contact us on [contact@ukeucommission.org](mailto:contact@ukeucommission.org) with the subject line 'Request to discuss Research Manager role' and one of us will come back to you.

## Annex

### About the Commission

The Commission is a timebound project which over the next 12-15 months will interrogate the implications of the Brexit agreement on the UK economy, trade, business, culture, arts, defence, security and other affected sectors.

We will seek to understand, document and communicate any issues or challenges created by the agreements as they stand. We will, working with sector leaders, businesses, civil society and others, propose changes to the agreements which would if implemented improve outcomes.

We hope to inform the planned review of the Trade and Cooperation Agreement which is scheduled for 2026.

The Commission will issue interim reports and other communications during its existence. It will conclude with a final report detailing its findings and suggesting ways that the current or a future government could fix problems created by the Brexit outcome.

Given that any future amendments to the Withdrawal Agreement or TCA would entail renegotiation with the EU the Commission will ensure that its conclusions and recommendations are as valid and feasible in the EU and among member states as well as the UK.

The Commission is politically independent. We will confer with parliamentarians from all parties as well as with regional, devolved and local politicians and party staff.

The Commission website is here: <https://www.ukeucommission.org/>

The list of Commission members and advisors is here:  
<https://www.ukeucommission.org/who-we-are>