

# Person Specification

**Post title: Researcher      Post Ref: DC/R/2018**

**Summary of Job:** To oversee Diverse Cymru’s research work

Diverse Cymru is an Equal Opportunities Employer and requires its employees to believe in equality and the rights of all people, both in terms of equal opportunity for employment and access to services. We are committed to making reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue working where they develop a disabling condition.

Attribute	Essential Criteria	Desirable Criteria	How Identified
<b>Education / Training</b>	<ul style="list-style-type: none"> <li>• Evidence of research related training, development or experience</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitating engagement events qualification</li> <li>• Research qualification</li> <li>• Training in working with disadvantaged groups</li> <li>• Train the trainer or equivalent</li> </ul>	Application form and selection process
<b>Knowledge / Experience</b>	<ul style="list-style-type: none"> <li>• Experience and understanding of a wide-range of research tools</li> <li>• Knowledge and/or experience of writing research reports</li> </ul>	<ul style="list-style-type: none"> <li>• In-depth knowledge of equality and diversity issues</li> <li>• Experience in or knowledge</li> </ul>	Application form and selection process

	<ul style="list-style-type: none"> <li>• Experience facilitating and/or arranging engagement events</li> <li>• Knowledge and/or experience of developing and carrying out on- and off-line unbiased surveys</li> <li>• Experience or knowledge of engaging and working with diverse communities</li> <li>• Experience or knowledge of conducting interviews</li> <li>• Basic understanding of equality and diversity issues</li> <li>• Experience working with a range of stakeholders</li> <li>• Knowledge of how policy and decision-making works in Wales</li> <li>• Understanding of public sector organisations in Wales.</li> <li>• Understanding of key strategic issues in Wales</li> <li>• Must be able to effectively use Microsoft Word and Excel</li> <li>• Must be able to use the internet to source and analyse information</li> <li>• Understanding of the validity, rigour and quality of different sources of information</li> <li>• Understanding of the ethical aspects of research</li> </ul>	<ul style="list-style-type: none"> <li>• of third sector funding</li> <li>• Experience managing volunteers</li> <li>• Experience of developing key messages</li> <li>• Experience or knowledge of leading research projects</li> <li>• Experience delivering training or presentations</li> <li>• Experience delivering training or engagement through the medium of Welsh</li> <li>• Understanding of outcome-based monitoring and reporting</li> </ul>	
<b>Practical and Intellectual Skills</b>	<ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to work across disciplines</li> <li>• Excellent inter-personal skills, able to work with possible</li> </ul>		Application form and selection process

	<p>conflict and challenges using tact and diplomacy</p> <ul style="list-style-type: none"> <li>• Commitment to the values of Diverse Cymru</li> <li>• Ability to work on own initiative, prioritise and organise own workload</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to identify key strategic issues and contribute to strategic development</li> </ul>		
<b>Circumstances / Personal</b>	<ul style="list-style-type: none"> <li>• Must be legally entitled to work in the UK.</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children / young people / vulnerable clients/finance (DBS check required as appropriate.)</li> <li>• Willing to travel in the UK and be away from home overnight</li> <li>• Willing to work evenings and weekends when necessary</li> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</li> </ul>	<ul style="list-style-type: none"> <li>• Driving licence and access to own transport.</li> <li>• Welsh speaker</li> </ul>	<p>Application form and selection process</p> <p>Documentation</p>