

**Job description**

**Faculty:** Faculty of Humanities and Social Sciences

**Department:** Institute of Public Care

**Title of post:** Assistant Consultant

**Grade of post:** 7

**Post number:**

**FT or % P/T:** Full time

**Principal location of work:** Institute of Public Care office in Oxford with occasional UK travel

**Immediate line manager:** Assistant Director, Institute of Public Care

**Staff Managed:** None

**Qualifications required for post:** Good honours degree

**Skills and Experience required for post:** Experience of research and report writing. Proven organisational, team and project management skills, the ability to prioritise and manage competing demands, good IT and data analysis skills. Knowledge of or previous experience of the UK public care sector is an advantage in this post.

**Overall purpose of post:** To support Institute of Public Care consultants by undertaking research and project co-ordination, within the context of knowledge exchange projects in public care: applied research and evaluation, consultancy, training and development.

**Main duties:**

1. Support Institute of Public Care consultants to organise and deliver knowledge exchange projects, including written and verbal communications with clients.
2. Undertake knowledge exchange activities, as directed by the Institute's staff or associates, including interviewing, collecting and analysing complex information from a range of sources and drawing conclusions.
3. Design, develop and administer on-line surveys for public care organisations or the people who use public care services.
4. Assist with the preparation of papers and reports for publication and undertake literature searches, reviews and market research or competitor analysis as directed.
5. Contribute to the development of materials for workshops, training or postgraduate courses to public care professionals, managers and executives.
6. Work effectively with staff within the University and external organisations and other agencies to promote and raise the profile of the Institute locally and nationally.
7. Undertake any other duties commensurate with the grade and level of responsibility of this post.