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RESEARCH ANALYST – JOB DESCRIPTION

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| Position Title: | Research Analyst |
| Hours: | Full-time |
| Location: | Central London |
| Contract: | Permanent |
| Reporting to: | Director |
| Salary: | £27,000 |

The RAC Foundation is looking for a new member to join its team based in Pall Mall, London.

The RAC Foundation is a transport policy and research organisation which explores the economic, mobility, safety and environmental issues relating to roads and their users. The Foundation publishes independent and authoritative research with which it promotes informed debate and advocates policy in the interest of the responsible motorist.

Overall objectives

- (1) To assist in the development of the Foundation's research, particularly environmental, to increase the impact and influence of the organisation.
- (2) To support the Foundation's research agenda, by assisting with data analysis tasks and ongoing project work.
- (3) To support the Foundation's communications work, by providing analysis support for press releases, media interviews and parliamentary briefings.

Reporting

Working alongside the Head of Research, Head of External Communications and Research & Data Manager you will report to the RAC Foundation Director.

Responsibilities

Research

- Assist in the development of the Foundation's research, with an emphasis on environment.

- Provide project management and research support for ongoing RAC Foundation studies (e.g. attending seminars and meetings, taking minutes, conducting literature review searches, organising events, proof reading, liaising with printers and designers).
- Provide analysis from both raw data and existing statistics.
- Represent the RAC Foundation as appropriate at external working groups and conferences.

Communications

- Assist with the preparation of press releases and media briefings.
- Conduct background research for radio and TV interviews by Foundation spokespeople.
- Collate evidence for parliamentary briefings and responses to government consultations.
- Assist with the maintenance and updating of the RAC Foundation website and social media channels.

Person specification

- Post-graduate from an environment, transport, engineering, geography or economics background with an interest in environment and transport policy.
- Previous experience in a transport, environment or a research role.
- Good research and analysis skills, with the ability to prepare reports.
- Project management experience.
- Experience of collection, analysis and/or presentation of data would be a distinct advantage (e.g. using Microsoft Excel, SPSS, GIS, R, JavaScript, Python or similar)
- Experience of using website Content Management Systems would be desirable.

How to apply

Please send a CV and letter of application by email to:
jobs@racfoundation.org

or in writing to:

Jo Abbott – Communications Manager
 RAC Foundation
 89-91 Pall Mall,
 London, SW1Y 5HS

If you have any questions about the post please contact Elizabeth Box, Head of Research for an informal chat on 020 7747 3489.

Closing date: **Tuesday 13th May 2014**. Interviews will be held in early June 2014.