

The Institute of Business Ethics (IBE) is seeking a F/T Senior Researcher

Salary: circa £33,000 depending on experience

Reporting to: Deputy Director

Contract: Full-time, permanent

Annual leave: 25 days per annum plus bank/public holidays. Additional Christmas closure.

The IBE is looking for a Senior Researcher to join our Research and Advisory Services Team to conduct research on practical business ethics issues, to undertake advisory work for corporate clients and to deliver business ethics related training on both our public courses and for corporate clients.

About the IBE

The IBE is an important partner to any business wanting to preserve its long-term reputation by doing business in the right way. A registered charity, our purpose is to champion the highest standards of ethical behaviour in business. With a valued programme of research, events and support activities there has never been a better time to join us! [IBE on the web](#)

Responsibilities and Duties

- Contribute to IBE research projects through the collection, analysis and presentation of data and other material.
- Prepare publications and other outputs (e.g. briefings, reports, and blogs).
- Undertake advisory work (e.g. review materials, prepare reports, draft codes and policies, follow up to advise on implementation), including client liaison.
- Lead research projects and pieces of advisory work, including preparation of proposals.
- Prepare and present training materials; and prepare and lead proposals for commissioned training.

- Undertake occasional miscellaneous/ad hoc duties as requested (e.g. general admin and office support, assisting with IBE event preparations, representing IBE at external events).

Essential and Desirable Skills and Experience

- University degree ideally in business or a business-related subject.
- Practical experience in the field of business ethics is preferable.
- Qualitative research skills, and a basic understanding of quantitative research.
- Excellent writing skills and ability to produce different written outputs. An excellent command of the English language is essential, knowledge of other languages is an advantage.
- Ability to communicate effectively with different types of audiences and stakeholders.
- Good working knowledge of MS Office, including Word, Excel and PowerPoint.
- Client orientation and ability to design and deliver advisory projects that meet and exceed the client's expectations.
- Must be flexible and committed, with the ability to work as part of a team, but also able to organise own work to meet deadlines.
- Excellent time management skills and must demonstrate excellent attention to detail with the ability to work on multiple projects at the same time, taking the lead where necessary.

Please note – The IBE is currently operating as a hybrid organisation with a mix of home and office-based working arrangements.

Timetable: Dates

Closing date for applications: Midnight, Sunday 24 April 2022. Interviews will be held online, week commencing 9 May 2022.

To Apply:

If you are interested in the role:

Please submit your CV, and a covering statement (of no more than 1 page) that demonstrates clearly, through examples, how your experience meets the requirements of the role and what attracts you to the IBE.

Applications to be received by Midnight on Sunday 24 April via email to j.wright@ibe.org.uk

Previous applicants need not apply

Job Description

Job Title:	Senior Researcher
Responsible To:	Deputy Director
Line Reports:	n/a
Budget Responsibility:	Area: n/a
	Amount: n/a

Purpose of the role:

The role of Senior Researcher is to conduct research within the Research Hub for publications and other outputs, to undertake advisory work and training, to lead on research and other work, and to provide support for such activities.

Key responsibilities of the role:

Contribute to IBE research projects through the collection, analysis and presentation of data and other material.

Prepare publications and other outputs (e.g. briefings, reports, and blogs).

Undertake advisory work (e.g. review materials, prepare reports, draft codes and policies, follow up to advise on implementation), including client liaison.

Lead research projects and pieces of advisory work, including preparation of proposals.

Prepare and present training materials; and prepare and lead proposals for commissioned training.

Summarise external research and media reports for colleagues.

Provide organisational and administrative support for initiatives and working groups.

Undertake occasional miscellaneous/ad hoc duties as required (e.g. general admin and office support, assisting with IBE event preparations, representing IBE at external events).

Proportion of time spent:

35% Advisory work
 35% Research Projects
 20% Training
 10% Admin support for initiatives & working groups, CRM, IBE Events, & adhoc duties

Proportions of time spent on different activities are subject to some variation, largely dependent on quantity of advisory work ongoing at any given time.