

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

Reporting to: Deputy Director

Contract: Full-time, permanent

Salary: £27,000- £31,500, depending on experience.

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

We are looking for someone who is passionate about using their research and analytical skills, and is capable of working independently to support projects delivered to clients as well as internal projects.

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, quantitative and qualitative analysis and presentation of data and other material.
- Prepare publications and other outputs (e.g. briefings, reports, and blogs).
- Assist the ART Team in contributing to advisory work (e.g. review materials, draft reports, draft codes and policies, draft proposals, follow up to advise on implementation), including client liaison.
- Lead small research projects and pieces of advisory work, including preparation of proposals.
- Prepare and present training materials; provide organisational and administrative support for initiatives and working groups and summarise external research and media reports for colleagues.
- Track, report and update the CRM with all research and advisory activities on a weekly basis.
- Undertake occasional miscellaneous/ad hoc duties as requested by the Deputy Director, (e.g. general admin and office support, assisting with IBE event preparations, representing IBE at external events).

Desirable experience and competences:

- University degree ideally in business or a business related subject.
- Practical experience in the field of business ethics is preferable.
- Strong research, analytical and reporting skills, both qualitative and quantitative research.
- Exceptional written (including editing and proofreading skills) communication skills. 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.
- Highly developed, interpersonal skills and self-motivation
- High level of attention to detail and accuracy
- Intermediate or advanced computer user skills (Microsoft applications) Good working knowledge of MS Office, including Word, Excel and PowerPoint.
- 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.

Please note – This position is remote-based, but when required, you will be expected to attend face to face meetings.

Timetable: Dates

Closing date for applications: 8 October 2023. Interviews will be held online, week commencing 16 October 2023.

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 8 October 2023 via email to j.wright@ibe.org.uk

Job Description

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

Purpose of the role:

The role is to conduct research and analysis within the Advisory, Research and Training (ART) Team on publications and other outputs, to undertake advisory work and training, to lead on small pieces of work, and to provide support for activities undertaken by the ART Team.

Key responsibilities of the role:

Proportion of time spent:

Contribute to IBE research projects through the collection, quantitative and qualitative analysis and presentation of data and other material.	20%
Prepare drafts of publications and other outputs (e.g. briefings, reports, blogs).	10%
Prepare small research proposals and contribute to the drafting of others.	5%
Assist the ART Team in contributing to advisory work (e.g. review materials, draft reports, draft codes and policies, draft proposals, follow up to advise on implementation), including client liaison.	20%
Lead small research projects and pieces of advisory work, including preparation of proposals.	15%
Prepare and present training materials.	5%
Provide organisational and administrative support for initiatives and working groups.	5%
Summarise external research and media reports for colleagues.	5%
Track, report and update the CRM with all research and advisory activities on a weekly basis.	5%
Undertake occasional miscellaneous/ad hoc duties as requested by the Deputy Director (e.g. general admin and office support, assisting with IBE event preparations, representing IBE at external events).	5%

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

Date: Aug 2023