

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

**Salary: circa £24,000 – depending on experience**  
**Reporting to: Head of Research**  
**Contract: Full-time, permanent**  
**Annual leave: 25 days per annum plus bank/public holidays. Additional Christmas closure.**

We are looking for a Researcher to contribute to the IBE's research projects, through the collection, analysis and presentation of data and other materials. Your research, analysis and editorial work will feed into our publications and other activities, including the provision of commissioned advisory work and training.

### 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 materials.
- Prepare drafts of publications and other outputs (e.g. briefings, reports, blogs).
- Prepare research proposals and contribute to the drafting of others.
- Contribute to advisory work (e.g. review materials, draft reports, review 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.
- Provide organisational and administrative support for initiatives and working groups.
- Summarise external research and media reports for colleagues.
- Undertake occasional miscellaneous/ad hoc duties as requested by the Head of Research (e.g. general admin and office support, assisting with IBE event preparations, representing IBE at external events).

### Essential 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 – We are predominantly working remotely, but will require face to face meetings on occasions.**

**Timetable: Dates**

Closing date for applications: Midnight, Sunday 6 March 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 6 March 2022 via email to [j.wright@ibe.org.uk](mailto:j.wright@ibe.org.uk)**