

Job description

Job title:	Research Assistant
Reports to:	Senior Researcher
Based at:	24 Greencoat Place, London, SW1P 1BE
Salary:	Paid internship - £20,000per annum
Working hours:	9am – 5pm with 1hr for lunch, Monday to Friday
Start date:	2 October 2017
Job level:	Graduate/Entry level
Contract:	10 month fixed term contract (subject to change)
Holiday:	25 days per annum pro rata plus statutory holidays
Apply:	Please send CV to j.wright@ibe.org.uk

Job summary

The role in supporting the Research Hub is to provide assistance for the delivery of a variety of projects, including advisory work and publications on a range of business ethics topics (e.g. anti-bribery and corruption, speak up procedures and benchmarking codes of ethics). You will also be required to manage information and provide research related support to the IBE team. You will work closely with all members of the team.

This job offers the opportunity to engage with the topic of business ethics and learn from ethics practitioners. You will gain exposure to a variety of activities on ethical topics and meet senior practitioners in their field. The role is ideal for those seeking to build a career in business ethics.

Key responsibilities

- Assistance with the delivery of Business Ethics Briefings, publications and advisory work through research support, literature reviews, drafting, proofreading, etc.
- Monitoring and analysis of the weekly media for stories on business ethics.
- Information and website management (using a Content Management System)
- Communication of relevant research/information to all members of the IBE team, including survey summaries and sharing of useful resources.
- General administrative duties and office support as and when needed.
- Assistance with and attendance at IBE internal events and note taking when required.
- You may be required to work occasional additional hours as and when required (e.g. for an evening event).

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Person specification

Technical skills

- Proven academic success in a relevant subject (e.g. business ethics, CSR, corporate governance, sustainability, etc.). A post graduate qualification is preferable, but not necessary.
- Research and data analysis: ability to carry out and present relevant research including document analysis, data analysis and survey work.
- Written and verbal communication, including copy-editing and publication production experience.
- Presentation skills: confident in delivering materials to professional audiences.
- Organisational skills: demonstrable ability to manage tasks, prioritise accordingly and respond quickly.
- Computer skills: competent user of all MS Office applications (particularly MS Word, Excel, PowerPoint and Outlook).
- Ability to deal confidently and personably with the IBE's various audiences.
- Excellent standard of written and verbal English.
- Previous office experience would be helpful: familiar with the day to day operations of an office, answering telephones, filing, etc.

Personal traits

- Team player with ability to work in a small team as well as independently.
- Able to use initiative.
- Strong interpersonal and communication skills.
- Reliable and able to meet deadlines.
- Conscientious.
- Attention to detail.
- Flexible.
- Committed to working with high ethical standards.
- Right to work in the UK.

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About the IBE

This Institute of Business Ethics is a registered charity established in 1986 to promote high standards of business behaviour based on ethical values.

Our vision

To lead the dissemination of knowledge and good practice in business ethics.

What we do

The IBE is a hub for discussion and practical advice. Our status as an educational charity is core to our independent perspective and allows us to work with organisations as a critical friend to promote high standards of business behaviour based on ethical values.

How we achieve this

Everything we do is informed and shaped by our engagement with our subscribers, insight from our network and our own research into key trends and issues. We listen, distil and share the latest good practice through our publications, events, training tools and briefings.

Our team apply their practical business experience of the issues that organisations face to fulfil the Institute's vision and mission.

The IBE has 8 main activities which form the basis of our work:

- Offering advice on ethical issues, policy, implementation, support systems and corporate ethics programmes.
- Providing a neutral forum for debating current issues and meetings to facilitate the sharing of good practice.
- Undertaking research and surveys into good practice and ethical business conduct.
- Publishing practical reports and guides to help identify solutions to business dilemmas.
- Delivering training in business ethics for board members, staff and employees.
- Speaking at conferences and other events.
- Supporting business education in the delivery of business ethics in the curriculum.
- Offering the media and others informed opinion on current issues and good practice.

Whilst the IBE is a registered charity based in London, we work at an international level, both with our multinational subscribers and in close affiliation with other business ethics organisations overseas. Our work is supported by donations from corporate and individual subscribers.

Today the IBE has over 170 subscriber organisations comprising a third of the FTSE100, professional bodies, trade associations, SME's and academic institutions.

For more information on the IBE and our current activities please see: www.ibe.org.uk