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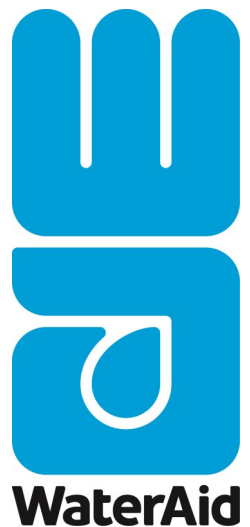
Job description

Policy Research Officer

47—49 Durham Street,
London. SE115JD

15 month fixed-term contract

Grade 7



WaterAid is an international not-for-profit, determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation.



**One vision.
Three goals.**

Who we are



Since we started in 1981, we've remained resolutely focused on tackling these three essentials that transform people's lives.

Without all three, people can't live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty, and change their lives for good. Children grow up healthy and strong, women and men get to earn a living, whole communities start to thrive. It sounds normal and it should be.

We're committed to changing normal forever—are you?

About the role



Team description

WaterAid's Policy and Campaigns Department (PCD) works, together with Country Programme and Regional staff, to influence policy change at national and international level to ensure that the poorest communities gain access to water and sanitation services.

This role is a 15 month fixed-term contract divided between PCD based in Vauxhall, London, and an approximately 6 month placement in a WaterAid Country Programme or Regional Team.

Job purpose

This opening is designed to provide policy research support across the Policy Team and the Policy and Campaigns Department in the thematic area of climate resilient WASH but may also support research on other focus areas including water security, finance, governance, health and sanitation.

This role has been deliberately structured to provide a solid platform from which to build a wider career in policy change and is not intended to lead to a permanent role within WaterAid.

The Research Officer will support the identification and implementation of research and advocacy projects through the collection, analysis and synthesis of data. She or he will monitor relevant external policy debates, write policy briefs, help devise alternative pro-poor policy options and contribute to making the case for change to an external audience. The job also involves the provision of research and editorial support to WaterAid Country Programmes or Regional Teams in Sub-Saharan Africa and/or South Asia. Key working relationships will be with the Head of Policy, Senior Policy Analysts and Policy Analysts as well as the Regional Advocacy Managers and Country Programme staff.

Accountabilities



Accountabilities

A. Support the Policy Team to develop research and briefings in key thematic areas with a particular focus on **climate resilient WASH**.

- Fulfil the research and analysis requirements for projects devised by supervising Senior Policy Analysts and Policy Analysts.
- Conduct reviews of relevant literature for identification of critical evidence gaps and produce quick materials as required by supervising team members.
- Respond quickly to queries on data sets and requests for draft policy materials
- Collect, collate and analyse quantitative and/or qualitative data from internal and external sources
- Assist in the presentation of research findings as written publications and web-based resources.
- Respond to data queries from external audiences and to queries and questions internally (Communications team, Chief Executive, Media team)
- Monitor relevant policy debates and provide briefs on relevant topical issues

B. Support Country Programmes to collect, analyse and present data at national level

- Liaise with Regional Advocacy Managers and Country Programme staff to support in-country policy and advocacy work
- Contribute to Regional Advocacy Managers and Country Programme work on relevant topics.

C. Develop Advocacy Papers for External Dissemination

- Assist in preparation of advocacy papers for different audiences
- Consult and liaise with key staff within the policy, campaigns, programme support unit and communications teams to develop clear and evidence-based messages
- Collaborate with the Publications Manager on the design and editing of advocacy/discussion papers
- Assist in the design and implementation of external dissemination strategy for papers
- Provide administrative support as required by members of the Team to deliver excellent materials and events for key stakeholders and external audiences.

D. Represent WaterAid and advocate for change

- Attend external meetings and advocate for change in meetings with policy makers, NGOs, and other agencies

Person specification



Essential skills

All the below criteria are essential – however the first 4 bullets will be used as part of the initial shortlisting process of all applications – please be sure to clearly articulate how you meet these in your cover letter.

1. Experience of influencing change or demonstrable understanding of public policy change processes
2. A demonstrable commitment to social justice or international relations or development issues through experience in campaigns, voluntary work or academic research.
3. Demonstrable experience of conducting robust research in subject areas related to public policy and international development. Experience in climate change adaptation research would be an advantage.
4. Degree or equivalent experience in: climate sciences, development economics; environmental management; public policy and social administration; international relations; development studies or related disciplines.
5. Awareness of ethical issues in northern-southern research cooperation
6. Knowledge of quantitative and/or qualitative research methods
7. First class oral and written skills in English
8. First class numerical or qualitative and analytical skills and the ability to synthesise findings to support decision-making (this will be tested at interview).
9. Ability to travel to country programmes as required with an agreement to spend up to 6 months placement with a Country Programme or Regional Office that might be a fragile state.
10. Ability to work with minimum supervision and to short deadlines

11. Time management and ability to prioritise multiple, competing tasks
12. Working style that reflects WaterAid's values of Respect, Accountability, Courage, Collaboration, Integrity and Innovation.

Desirable skills

1. Knowledge and experience of issues around climate change adaptation, water (for drinking and domestic needs), sanitation and hygiene services in developing countries.
2. Good facilitation skills