



## Job Description: Research and Policy Manager

<b>Job Title:</b>	Research and Policy Manager
<b>Location:</b>	Contracted office base: CCPS, Norton Park, 57 Albion Road, Edinburgh. CCPS supports hybrid, flexible working through a non-contractual policy which balances business needs with the life needs of our people. Note that some regular in-person meetings are required in our office and, where appropriate other locations.
<b>Reporting to:</b>	Head of Policy
<b>Terms:</b>	Permanent, full time (35 hours per week).
<b>Salary</b>	£48,135

### About CCPS

CCPS represents not-for-profit providers of care and support in Scotland, working strategically and collaboratively to:

- **Inspire** creative and courageous ideas to improve care and support.
- **Influence** credible change that works for our members and the people they support.
- **Involve** our members to ensure their voices are reflected in decisions affecting them and they are well supported by their peers.
- **Inform** our leaders so they can make sound choices in a fast-changing world.

You can find information about our 2026-29 Strategy, our staff team, our members and our latest publications by visiting our [website](#).

CCPS also hosts the Criminal Justice Voluntary Sector Forum.

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### Role Purpose

The Research and Policy Manager will ensure effective day-to-day delivery of CCPS' policy and research function under the direction of the Head of Policy.

They will manage and develop our policy team, ensuring the delivery of impactful outputs and effective stakeholder engagement. They will also have specific responsibility for delivering high-quality policy-focused research, and for gathering, analysing and ensuring effective utilisation of data and intelligence within CCPS.

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## **Key Responsibilities**

### **Research Leadership and Delivery**

- Lead the planning of policy-focused research projects aligned with organisational priorities, including commissioning and managing external consultants and/or research partners where appropriate and within agreed budgets.
- Oversee and/or deliver qualitative and/or quantitative research activity internally, including surveys, focus groups, data analysis, and stakeholder consultation.
- Ensure research outputs are high quality, evidence-based, accessible, and delivered to agreed timescales.
- Develop the research and analytical capabilities of the policy team.
- Identify emerging trends and policy issues affecting members and the wider sector.
- Present research findings in reports, briefings, presentations, and public-facing materials.

### **Policy Development and Influence**

- Co-ordinate the delivery of robust policy positions and responses across the team on key strategic issues in line with CCPS' strategy and funding agreements.
- Ensure CCPS policy staff are engaging effectively with membership advisory structures to deliver policy outputs and activities.
- Build and maintain effective relationships with the Scottish Government, funders, public bodies, partner organisations, and sector stakeholders, in liaison with the Head of Policy.
- Represent the organisation externally at meetings, events, working groups, and consultations, as agreed with the Head of Policy.
- Support CCPS communications and engagement staff and the CEO with policy and research information.

### **Team Management and Development**

- Line-manage policy and research staff. Coach and mentor direct reports and support professional development opportunities to enable a high-functioning team.
- In liaison with the Head of Policy, allocate workloads, monitor performance, and ensure effective delivery across the team against the CCPS strategy and any funding agreements.
- Contribute to workforce planning and recruitment within the team.

### **Strategic and Organisational Contribution**

- Contribute to organisational strategy and business planning processes, as directed by the Head of Policy.
  - Promote a positive digital culture, encouraging innovation and digital ways of working, and supporting staff to build confidence and capability in the use of digital systems and technology.
  - Provide advice to members of the senior leadership team.
  - Work collaboratively across CCPS teams to deliver the CCPS strategy.
  - Monitor and evaluate the impact of policy and research activity, supporting the Head of Policy in reporting internally and externally.
  - Ensure that all activity is undertaken in accordance with CCPS policies & procedures and in line with our values.
  - Undertake any other duties as directed by the Head of Policy or CEO.
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### **Person Specification**

#### **Essential**

- Significant workplace experience of delivering qualitative and quantitative research projects from design through to analysis and publication.
- Strong analytical capabilities.
- Experience of delivering high quality policy outputs that have had a positive impact on change.
- Evidence of effectively developing team members and managing external contractors.
- Evidence of strong digital literacy, including using key software packages to support research / data analysis.

- Experience of working in a social justice related organisation.
- Good understanding of the Scottish policy and political landscape.
- Excellent stakeholder management and relationship-building skills.
- Strong written and verbal communication skills, including the ability to explain complex information clearly.
- Ability to manage competing priorities and deliver work to tight deadlines.
- Commitment to work to CCPS values in all activities.

### **Desirable**

- Evidence of undertaking management training / development.
- Experience of working in the social care or health care sector.
- Experience of working in a membership organisation.
- Evidence of ongoing professional development in the fields of policy and/or research.