

Job Title:	Research Advisor		
Cluster:	Programs & Global Engagement	Team:	Global Engagement
Grade and Salary:	Grade D	Contract Type:	12-month Fixed Term Contract
Location:	GS Hub	Budget Holder:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Reports to: <i>(incl matrix reporting)</i>	Head of Global Engagement		
Direct Reports :	n/a		
Matrix Reports:	n/a		
Operational Remit:	Global <input checked="" type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/> Global Secretariat <input type="checkbox"/>		
DBS (CRB) / Police Check:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Job Role			
Role Overview:	<p>Creates, and supports country and GS staff in creation of, original research in accordance with ActionAid Research Signature and focusing on priorities agreed through International platforms. Promotes an understanding of the Research Signature throughout the federation and works with country offices to find creative ways to implement its essential features, drawing on a range of methodologies. Tracks ongoing international/cross-border research undertaken throughout federation and ensures that proper planning and process are followed, and that resulting products are fit for their planned purpose. Maintains and expands connections with research institutes we can partner with, as well as databases of external consultants, editors, designers, etc who are competent to be part of producing high-quality ActionAid research. Maintains library of policy positions and ensures they are developed through open and comprehensive processes. Links with other parts of GS, including Strategic Priority teams and Program Quality & Learning teams to ensure policy product needs are being met and Research Signature is promoted to the rest of the federation. Links with country staff to advise on research processes and methodologies. Ensures that commissioning managers mitigate libel risk in international publications.</p>		
Areas of Responsibilities	Key Activities		

<p>1. AAI Values Practice & Strategy Change Priorities</p>	<ul style="list-style-type: none"> • Leading Innovation and Change Establish a culture of excellence in respective team that values experimentation and continuous improvement • Feminist Leadership: Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power) • AAI Values Practice: Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility
<p>2. Delivery on Strategic Priorities</p>	<ol style="list-style-type: none"> 1. Promotes understanding and use of ActionAid Research Signature, engaging regularly with relevant country and secretariat staff to share methodologies, standards, and creative practices that will result in high-quality research products showcasing our connection to communities and promoting the alternatives ActionAid identifies to wider audiences. 2. Creates original research for priority GS projects such as the signature campaign, and priorities agreed through International Platforms, ensuring adherence to the Research Signature; high-quality, original, and defensible research; engaging presentation; and use of the products to foster productive external engagements advancing our strategic priorities. 3. Maintains database of ongoing and completed crosscountry and global research throughout the federation, ensuring that risks are mitigated, sufficient plans are in place from inception to external engagement, connections within the federation and to external experts and influencers are made, and final products are high-quality, original, and defensible presented in an appealing way. 4. Makes and maintains connections to research institutes and other allies who can partner with ActionAid to create engaging products, with an emphasis on identifying partners in the Global South who can help with innovative and cutting-edge research. 5. Maintains databases of relevant consultants, editors, designers to help with high-quality products. Also maintains library of policy positions to be used for guidance in campaigning, advocacy, and policy engagements.

Education, Language & Qualifications		<ul style="list-style-type: none">• Relevant Bachelors or Master's degree or more than five years' experience working with civil society research methodologies.• Knowledge of bottom up research processes and methodologies will be a key asset• Can speak and write as well as a native adult of the language
Essential Knowledge, skills and Experience		<ul style="list-style-type: none">• Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices.• Experience of preparing research products for civil society organizations aimed at engaging the public and influencing decision makers• Substantial track record of self-written publications.• Highly organized and able to deal with a multiplicity of demands for information• Broad knowledge of the various issues ActionAid works on, and capacity to develop basic competency in new areas as needed.
		<ul style="list-style-type: none">• Skilled at using online tools for research and for monitoring• Thorough acquaintance with different approaches to advocacy, policy work, and campaigning.• Strong team player, able to work closely with others (often from a distance) to meet tight deadlines and multiple priorities• Knowledge of human rights and women's rights, and feminist approaches to research• Proven ability to think strategically and analytically• Proven initiative, flexibility and enthusiasm in managing complex activities in an organisationally complex and changing environment• Proven ability to work and deliver high-quality work on own initiative with minimal supervision, ability to work to deadlines under pressure.• A commitment to AA's mission, vision and values and to equal opportunities• Appreciation for and ability to work in a multi-cultural environment
Desirable Knowledge, skills and Experience		<ul style="list-style-type: none">• Experience in tendering and commissioning research products, including working with editors and designers.• French, Spanish, Portuguese, or other language used in AA countries.
Competency Profile		
	Strategic Perspective	Demonstrate alignment of the Organisation's strategic priorities and goals.

Leading Organisation	Change Management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
Leading Others		
	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationships	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading Self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities