

Research Database Manager

The Education Endowment Foundation isn't just a grant-funder, nor just a research organisation. What we are is a charity with a moral imperative – to support teachers and senior leaders to raise the attainment of 3-18 year-olds and close the disadvantage gap – which roots its response to this educational challenge in the best available evidence.

[Find out more at the EEF website.](#)

The role

Its importance to the EEF

High quality research and evaluation is at the heart of the EEF's work. The EEF looks for projects with evidence that they have potential to raise attainment. We then commission an evaluation, largely using randomised controlled trials, to build on and extend the existing evidence. The EEF's approach to evaluation is described in more detail here: [Process and people | EEF \(educationendowmentfoundation.org.uk\)](#)

A unique feature to our approach to evidence generation is that we archive the data from our impact evaluations to support future research, including long-term impacts of interventions we fund. The EEF archive contains data from 125 evaluations involving 1.7m pupils from English schools. More information about our archive can be found here: [Archiving evaluation data | EEF \(educationendowmentfoundation.org.uk\)](#)

We are hiring a Research Database Manager role that will be focused on developing processes and resources that will enable the research community to better utilise this valuable resource. This is a new role that will be leading on an innovative strand of our work. The role will involve managing relationships with organisations that are involved with our archive management and access (Fischer Family Trust (FFT), the Department for Education (DfE), and the Office for National Statistics (ONS)) to help ensure that the process for requesting archive data is streamlined and safe. You will also be commissioning external teams to develop resources to enhance the usability of the archive, as well as teams who will conduct research using the archive data. The resources to be developed are likely to include a data catalogue of all trials in our archive and synthetic datasets. We are looking for someone with excellent project management skills, experience managing/working with large data sets, some experience of conducting quantitative data analysis, and the ability to work collaboratively with a variety of stakeholders.

Your main responsibilities

- developing and managing a project plan to deliver on key project milestones

- developing processes for researchers to request archive data and working with key stakeholders to develop and implement EEF's review process
- managing the commissioning of research teams to develop archive resources and conduct research using archive data
- overseeing the development of a data catalogue
- working closely with grantees, other members of the EEF and the EEF's panel of evaluators to understand the practical issues involved in archive access and finding solutions to issues that arise
- developing and updating guidance for EEF evaluators around data archiving
- critically reviewing research proposals to ensure proposed designs are high quality and cost-effective
- managing evaluation contracts and budgets, monitoring delivery of project plans and providing support when problems arise
- liaising with key stakeholders including FFT, DfE, and ONS
- conducting technical reviews of study protocols, statistical analysis plans and research reports
- developing content for the archive pages of the EEF website
- working closely with EEF's Policy and Programmes teams to ensure that published outputs are of high quality and effectively communicate findings to an audience of practitioners, academics, policymakers and the general public
- developing and improving resources to clarify best practice and build the capacity of evaluators to conduct high quality research.

Other responsibilities

- contributing to the operational and strategic development of the EEF.

Your team

You will be part of the EEF's Evaluation Team, an expert team responsible for commissioning high-quality, cost-effective evaluations of EEF-funded projects, and for monitoring and supporting the contracted research groups to ensure that they are delivered to a high standard.

What we're looking for

To apply for this position, you must be able to demonstrate:

- experience conducting analysis with, or managing, large data sets, ideally in education, health, or another related field
- experience developing and/or following detailed data security protocols
- good understanding of the provisions of the General Data Protection Regulation (GDPR)
- experience developing a data catalogue or database and/or compiling metadata and/or basic understanding of SQL
- an ability to manage relationships and communicate with practitioners, academics and policy-makers
- organised and methodical approach, with excellent project management skills and ability to manage multiple workstreams simultaneously
- an ability to work flexibly and proactively in an ambitious organisation
- a genuine interest in the education sector and a commitment to the aims and mission of the EEF
- degree in an education, economics, policy, statistics, data science, computer science, sciences or other related subject
- able to work independently with strong attention to detail and commitment to fact checking own work
- an ability to work closely across various teams i.e. Programmes and Policy
- initiative and curiosity to quickly understand the EEFs' activities and independently solve problems
- outstanding communication skills, both written and verbal, with a track record of communicating complex information to a variety of audiences
- a strong track record of delivery and achievement
- IT literate (proficient with Excel, PowerPoint & Word)
- knowledge, understanding and personal commitment to Equality and Diversity across all areas of work.

In addition, there are a few desirable skills for this role which could help you to stand out. Great if you already have them, but we don't expect any candidate to have them all, and will provide training as required for the right candidate:

- experience working with National Pupil Database or other large administrative datasets and/or submitting data to EEF's archive
- experience with ethics review processes (either submitting ethics applications or conducting ethics reviews)
- familiarity with synthetic data
- understanding of technical aspects of evaluation methodologies (randomised controlled trials, non-experimental designs, choice of outcome measurement, etc.) and an ability to identify high quality evaluation plans and reports
- 2+ years working in education, health, or another related field
- PhD or Masters with training in quantitative methods

The main responsibilities of this role are as described here. As our needs as a charity change, we may need to make reasonable changes from time to time, in consultation with you.

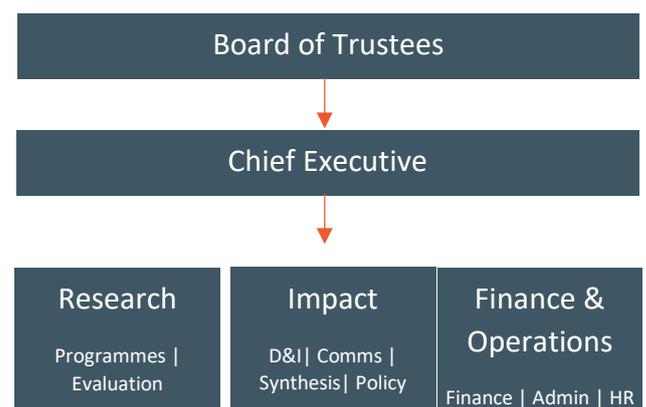
How the role fits into your team and the EEF

Team: Evaluation

Line manager: Head of Evaluation



EEF organisational structure



Working at the EEF

Location: Central London [Hybrid Working Model]

Contract: Fixed-term, until August 2024

We are open to secondments. The fixed term contract is two years, but for secondment candidates we are willing to consider contracts of 1-2 years, based on mutual agreement between organisations

Salary: c. £40,000 to £50,000, plus benefits (D.O.E)

Key benefits available to all EEF staff:

- flexible start and end working times (core hours between 10am and 4pm)
- flexible working opportunities
- 27 days' holiday a year and 2 festive season closure days (plus 8 bank holidays)
- pension matched with 5% employer contributions
- life insurance cover
- interest-free season ticket loan and cycle scheme
- enhanced maternity, paternity, adoption and shared parental leave pay (conditions apply)

How to apply

If you're interested in this position, please send your CV and a supporting statement to tim@whitonmaynard.com, your supporting statement should address the following points:

Why you want to help lead our work to improve our data archive access.

Your experience of working with large datasets – providing detail on the types of data and activities undertaken (e.g. cleaning, combining, analysing, reporting).

Your experience of project management with particular focus on projects involving working with varied stakeholders.

Key dates

Applications open: 25th August 2022

Applications close: 15th September 2022 (23:59 GMT)

First stage interviews: w/c 19th September 2022

Second stage interviews: w/c 26th September 2022

- confidential access to Employee Assistance Programme

Diversity and inclusion:

The EEF is committed to creating a diverse environment and ensuring that all qualified applicants receive equal consideration for employment. We are committed to fair and inclusive recruitment practices and are open to job shares, secondments, part-time, and flexible working schedules.

Things to know:

- All EEF staff are subject to a check by the Disclosure and Barring Service (DBS). The level of check which will apply shall be an "Enhanced" level check.
- Applicants must have the right to work in the UK, as we regret that we are unable to sponsor visa.

We reserve the right to change the closing date depending on the number of responses received. Please submit your application as soon as possible to ensure it is considered in the selection process.

If you have a disability and can demonstrate that closing this post early would impact on your ability to submit an application in time, please contact our Human Resources team to request arrangements for an application to be submitted within the original time frame.

Equal opportunities

The EEF is committed to create a workforce that is diverse, promotes inclusion and supports everyone to progress and achieve, regardless of background characteristics.

Contact us

Thank you for your interest in working at the Education Endowment Foundation (EEF). If you have any queries, please contact us at recruitment@eefoundation.org.uk

