

Job Description

Job Title:	Research and Development Partner
Reports to:	Senior Research and Development Partner
Grade Band :	C
Location:	The role is home-based but occasional travel may be required.

Purpose

Shaw Trust is seeking an inquisitive, engaging and analytical Research and Development Partner to join our dynamic Development and Partnerships Team within the Commercial Directorate.

The ideal candidate will be curious and eager to explore new opportunities, adept at building relationships across teams, and skilled in analysing complex data and market trends. You will play a crucial role in developing innovative business processes and delivery models for new opportunities, working closely with our Business Development and Commercial Partnerships teams.

You will be responsible for producing detailed delivery models, customer journeys and resourcing plans. Your work will bridge the gap between strategic planning and operational execution, ensuring that new business models are both commercially viable and operationally deliverable. You will also provide essential content for bids and proposals, conduct market research to support business growth in line with Shaw Trust's 2030 strategy, and work alongside operational colleagues to ensure seamless implementation of new contracts.

If you are passionate about driving innovation, have a keen eye for detail, and excel in collaborative environments, we encourage you to apply for this exciting opportunity at Shaw Trust.

Main Duties and Responsibilities

1. Through market research, central and local government policy reviews and cross sector developments; review and evaluate new business opportunities to support business growth across operational directorates and in-line with the Shaw Trust 2030 Strategic Directive.

2. Work alongside Bid Team colleagues to support new and emerging bidding opportunities; providing key research, solution designs and additional collateral to support strong, compelling submissions leading to successful award.
3. Working closely with Commercial Partnership Managers, provide key research, intelligence and recommendations to support stakeholder engagement activities; including entry into new markets, new geographies and new business growth opportunities.
4. Monitor the 'horizon' of new business opportunities, including bid pipelines and B2B approaches. Complete research to inform solution development including localised needs and trends analysis, past specifications, service delivery models and gather intelligence related to existing services, incumbents, competitors and delivery partners.
5. Use researched intelligence to develop service delivery models for identified 'horizon' and new business opportunities that:
 - i. Are innovative in design
 - ii. Are high quality and participant focused
 - iii. Drive high levels of performance
 - iv. Include identified and measurable Social Value contributions
6. Conduct workshops and engagement activities with both internal and external Subject Matter Experts (SMEs), partners and key stakeholders to shape solution design and evaluate the effectiveness/impact of services.
7. Work closely with the Shaw Trust Foundation to develop and implement pilots of new models using charitable funds, informing future development and continuous improvement.
8. Work with Central Pillar teams to ensure all delivery models developed for new business opportunities meet required quality standards and conform to all appropriate legislation and accredited standards.
9. Support, as required, the mobilisation of services following successful award. Work alongside colleagues within the Change Office, HR, IT, Operational Teams and others, to mobilise and realise the services as designed for Bids and B2B Sales.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in

relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Person Specification Job Title: Research and Development Partner (E=Essential D=Desirable)
SKILLS AND CORE COMPETENCIES
Technical competency (qualifications and training) <ul style="list-style-type: none">• Project management qualification (D)
Experience <ul style="list-style-type: none">• Demonstrable project management experience including complex, high value and large-scale projects (E)• Knowledge of key sectors and services relevant to Shaw Trust (E)• Experience in the development and documentation of business models and processes in one or more of our business areas (D)• Experience using established service and business design methods (E)• Experience of using a range of Software packages including Microsoft Word, Excel, Visio and Salesforce (E)
Skills and Attributes <ul style="list-style-type: none">• Demonstrable ability to analyse commissioner requirements and develop business models and processes to meet them (E)• Demonstrable ability to quickly understand new business areas, identify requirements and effective business solutions (E)• Ability to produce detailed project plans, research reports and recommendation papers (E)• Excellent communication and presentation skills both verbal and written (E)• Ability to complete research projects with clear analysis and evaluation documented (E)• Proven ability to document systems and processes to a high standard using a variety of software (E)• Ability to produce easy to follow operational procedures and guidance (D)• Proven ability to work to agreed timescales and where required short deadlines (E)

Personal qualities, communicating and relating to others

- Problem-solving and critical thinking: The ability to identify problems, analyse information, and develop innovative solutions is essential for developing new business processes and delivery models (E)
- Creativity and innovation: Thinking outside the box and generating new ideas are crucial for developing innovative business processes and delivery models
- A strong commitment to high standards of service delivery and customer care (E)
- Teamwork: The ability to collaborate effectively with diverse teams, including Business Development and Commercial Partnerships, is crucial for success in this role (E)
- Commitment to apply Shaw Trust's values and behaviours to all aspects of work (E)

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at a Basic level (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity (E)
- Ability to travel on behalf of the Trust as required (E)
- Good understanding of disability issues (E)
- Willingness to undertake travel throughout the UK, including occasional overnight stays (E)