



JOB TITLE:	Research Officer
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Reporting to:	Deputy Secretary-General
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PURPOSE OF JOB

Reporting to the Deputy Secretary General

- a) Provide research support and advice to strengthen CLGF's advocacy and programme work.
- b) Provide research and knowledge management support to CLGF's DFID funded regional programme, which is operating in Southern and Western Africa, and South Asia.
- c) Develop materials and tools to ensure that the lessons from the CLGF programmes and research can benefit a broad cross-section of the CLGF membership.
- d) To undertake other functions as may reasonably be required.

MAIN DUTIES

Within parameters set by the Deputy Secretary-General

Be responsible for providing overall research support to ensure that CLGF's programmes and advocacy work are based on sound empirical evidence, and that lessons learned are recorded and disseminated;

Research

- a) Working closely with programme and communications staff maintain and implement CLGF's knowledge management strategy
- b) Manage the updating and development of the Commonwealth Local Government Handbook and work closely with the Communications Team on its production.
- c) Provide research support to support the CLGF programmes, working closely with UK based and regional programme staff.
- d) Develop reports, case studies, toolkits and other materials to ensure that lessons from programmes, CLGF's research, and other CLGF initiatives benefit a broad cross-section of the core CLGF membership.
- e) Maintain and develop the Knowledge Hub on the CLGF website and provide support to the Communications team in publicising the impact of CLGF's research work.
- f) Coordinate the Research Advisory Group and seek opportunities for partnership, coordination and funding of research and impact partner activities. Be the liaison officer for Associate

Members of CLGF and help to identify new Associate Members.

- g) Develop terms of reference, commission research and manage research contracts to ensure that CLGF research is of a high standard, is relevant to CLGF members, and provides good value for money
- h) Coordinate the biennial research colloquium.
- i) Work closely with the Communications Manager, and the host editor in ensuring that the Commonwealth Journal of Local Governance is produced to a high standard.

Advocacy

- a) Contribute to the development and implementation of CLGF's advocacy strategy.
- b) Undertake research and prepare briefings for the Secretary General, Deputy Secretary General and members of the Board/other staff to support the successful delivery of CLGF's advocacy work.
- c) Help to identify emerging issues with respect to countries where local government is facing challenges, and recommend ways in which CLGF's advocacy work could address them, including via inputs to the Commonwealth Ministerial Action Group.

General

- a) Assist in the preparation and implementation of CLGF policy events/meetings, including the CLGF biennial conference.
- b) Represent the CLGF in research networks and outside events including overseas.
- c) Maintain a good overview of current affairs and political developments particularly relating to local government across the Commonwealth and keep other staff and Board Members informed as necessary.
- d) Undertake such other tasks and responsibilities as may reasonably be required.

PERSON SPECIFICATION

Education/experience

Master's degree/equivalent qualification and relevant work experience.

At least 5 years professional experience working on practical and policy focused research or advocacy in a local government or international environment.

Preferably relevant experience of work in or with Commonwealth countries.

Knowledge and understanding

1. Ability to identify research opportunities, source quality information and prepare briefing papers, or commission targeted and focused research to support effective advocacy and programme delivery.
2. Ability to act on own, but also to work collaboratively as part of a small team, showing initiative and maintaining high quality outputs within set deadlines and targets.
3. Experience in developing ToRs for research, commissioning research and monitoring research contracts.
4. Effective analytical skills, excellent writing skills and the ability to present information effectively.
5. Knowledge and understanding of the Commonwealth and other international institutions.
6. Excellent understanding of local government and development policies regarding public sector/local government reforms, especially in Commonwealth countries.
7. Good interpersonal skills, political awareness and sensitivity, and high standards of ethics and personal conduct.
8. Good organisational and administrative skills.
9. Understanding of the use of ICT for knowledge management systems and familiarity with using the web and social media to share information.
10. Good knowledge of Microsoft office and information systems.

General

Ability to work independently and within a small team.

Sensitive to working in a multi-cultural environment.

Ability to work in a sensitive political environment.

Willingness to travel overseas.