

Applicant Information

Applicant information for the post of Head of Research & Evaluation

The Centre for Sustainable Energy (CSE) is a Bristol-based national charity that supports people and organisations across the UK to tackle the climate emergency and end the suffering caused by cold homes. We do this by sharing our knowledge, practical experience and policy insights.

To work towards our mission, we depend on our skilled and committed staff (currently 100+ individuals), who are based primarily in our offices in central Bristol. At any one time we're working on over 100 different and separately funded projects. Our work is guided by our [organisational strategy](#) and our six program areas:

1. Supporting people in fuel poverty and vulnerable circumstances
2. Housing energy retrofit
3. Local authority support and action for net zero
4. Empowering communities
5. Future generations
6. Fairness in the energy system

Our funders and clients include national and local government, energy companies, charitable funders, research bodies and other voluntary sector organisations. See our [Impact Report](#) for an overview of the range of work we do.

About this role

CSE has a strong research track record and earlier this year was awarded '[Independent Research Organisation](#)' (IRO) status by UK Research and Innovation which allows us to access funding from Research Councils. We are recruiting for a new Head of Research & Evaluation to help us build on this opportunity and support the delivery of our ongoing research projects. This is an exciting opportunity to take up a research leadership role in CSE and consolidate our role as a leading innovator in sustainable energy research and analysis, and influencing UK government policy and energy industry practice around fuel poverty and the climate emergency.

The successful candidate will manage and develop our research unit. This means taking responsibility for the design and delivery of research projects including policy or programme evaluations, winning new work and supporting the professional development of research staff.

Our research unit uses a range of methods and approaches from cluster analysis of smart meter data to participatory research with households. We have a committed and enthusiastic team of data analysts and social researchers with particular expertise and capabilities associated with buildings and energy systems modelling and social research associated with fuel poverty, consumer behaviour, energy demand reduction and fairness in the net zero transition.

The unit is one of three units within the wider Research and Analysis (R&A). We also have a Technical Consultancy unit and a Software and Modelling unit. The three Heads of unit work

together to win new work and resource existing projects, with R&A staff working on projects across the three units.

In addition, we support the other teams at CSE. We run service evaluations for our [Home Energy Services team](#) looking at how we can improve our support for households experiencing fuel poverty. We work with our [Local and Community Engagement team](#) to run research with local authorities and community stakeholders.

Examples of our recent research projects include:

- [Developing consumer archetypes](#) for the Electricity System Operator's scenario modelling of future energy pathways, and for Ofgem to analyse the impacts of energy policy.
- The [Demand Flexibility Service Evaluation](#): A mixed-methods evaluation of Household Engagement with the UK's first national trial of demand flexibility
- Our [Smart and Fair](#) research programme explores social justice in the net zero transition and is regulated cited in policy papers and consultations.
- [Social Indicator Mapping for Distribution Network Organisations \(DNOs\)](#): CSE runs analysis on DNO network data and social indicators.
- [Understanding the barriers and enablers to supporting fuel poor households achieve net zero](#): Evidence review and deliberative workshops on the barriers and enablers for fuel poor households in the net zero transition, and the role of government energy efficiency schemes in England.
- [Heat network zoning social research](#): exploring how zoning policy should be developed and implemented.

A wider overview of CSE's research portfolio can be viewed at <https://www.cse.org.uk/research-consultancy/>

We are looking for a research methods expert who is comfortable in a cross-disciplinary environment and is excited by the kind of highly applied and impactful research that CSE strives to produce.

What you will be doing

Day to day you will:

- Manage a portfolio of applied research projects ensuring the research outputs are high quality and delivered on time and on budget.
- Contribute to research proposals and consultancy tenders, providing input on research and evaluation methods.
- Identify new sources of funding and build research collaborations and consortia that allow CSE to produce impactful research and analysis.
- Provide Quality Assurance for relevant projects and support the professional development of junior researchers and analysts, championing a culture of research integrity.
- Use your expertise to support CSE achieve its organisational objectives, including helping Work Programme Leads to review the effectiveness of their work programmes.
- Shape CSE's IRO strategy and help CSE to win research council funding that furthers team and organisational priorities.

See the separate job description for more detail of the specific responsibilities of the role and the person specification (qualifications, experience, skills and abilities) expected from applicants.

Job details

The role is a full-time permanent post (37.5 hours per week). It is based at CSE's offices in Bristol and whilst hybrid working is the norm, we ask staff to be in the office at least once a week and initially would expect greater attendance to aid induction and getting to know the work of the unit and members of the team.

The salary for the post will start on Scale J (£45,987 - £56,283). The successful applicant should expect to find themselves towards the middle of the J range (£53,184) following successful completion of their 6-month probationary period. Subsequent movement is dependent on annual appraised performance against the defined job description for the post, with potential to progress to higher salary bands over time if the unit grows and the role develops.

Our working hours are 9am-5pm, although we offer reasonable levels of flexibility to accommodate demands outside work. CSE operates a system of 'time off in lieu' for additional work undertaken out of hours.

The post-holder will report to the Director of Research and Analysis and will initially manage two to three members of the R&A Team.

CSE operates a generous ethical company pension scheme (8% from employer, 6% from employee) which the post-holder will be automatically enrolled to in line with current legislation.

CSE also offers salary sacrifice childcare vouchers and subsidised bike purchase arrangements through the cycle to work scheme both of which are available once the probationary period is completed.

All CSE staff can complete the NEA City & Guilds 6176 in Energy Awareness.

Application process

To apply for the role, please provide

- A CV (maximum 3 pages) with your personal information removed.
- A cover letter outlining your motivation for applying for the role and how your skills and experience relate to the person specification.
- 2 examples of research or evaluation outputs that you have lead authored.

The closing date for applications is 11am on Monday 9 September 2024.

Interviews are scheduled for Thursday 19 and Friday 20 September 2024 at our office in Bristol. The interview process will consist of a short presentation, a formal interview, and the opportunity to meet with other Heads of Unit within the R&A team more informally. This will take approximately 2 hours.

If you have not heard from CSE by Wednesday 18 September, please assume that your application has been unsuccessful.

Applications should be sent by email to jobs@cse.org.uk or by post to Reception, Centre for Sustainable Energy, St James Court, St James Parade, Bristol BS1 3LH.

For informal discussions about the role, please contact CSE's Director of Research and Analysis charlotte.johnson@cse.org.uk.

This role is only open to candidates with the right to work in the UK.