

Gender and Behavioural Insights Programme Manager

Based in Central London

Fixed Term Contract for 18 months

Salary range: £44,413 - £60,088 per annum, plus benefits

Immediate Start

Full time

Open to discussing flexible working options

The Behavioural Insights Team (BIT) is looking for a great team member to join us as a Programme Manager in our London office. We are about to start an exciting programme of work for the Government Equalities Office (GEO) to improve gender equality and we need a dedicated team member to lead on the delivery of this work.

We're looking for someone who has successfully managed complex programmes (with large budgets, multiple phases and several dedicated staff members) in the past and is passionate about the work that BIT does.

You will have the opportunity to manage the first large-scale behavioural insights programme on gender equality in the UK. Together with the programme team, you will help generate a positive social impact and contribute towards building an evidence base on what works to improve gender equality.

The Behavioural Insights Team

The then Prime Minister created BIT in 2010 to apply behavioural science to public policy in the UK. In February 2014 we became a social purpose company, owned by the Cabinet Office, Nesta (an innovation charity) and our employees.

The Behavioural Insights Team works with governments around the world in almost every area of Government policy. Whilst the subject and output of our projects varies considerably, there are common threads: we try to understand the contexts in which people make decisions; we notice small details; we find out what has and hasn't worked before; we come up with innovative ideas for solving policy problems and we measure everything we do as robustly as we can. As well as displaying professional excellence, BIT selects staff on the basis of our company values: always prioritising social impact; empiricism and humility; fresh thinking, collaboration; and public service.

Roles and Responsibilities

The Gender and Behavioural Insights programme will run for approximately 2 years from September 2017. The programme's aim is to support the Government Equalities Office in its strategic objectives by building a robust evidence base and applying behavioural insights to gender equality. The programme will involve work across several policy areas, each involving a number of randomised controlled trials and research projects.

As Programme Manager you will:

- ◆ Monitor and ensure programme delivery in line with key milestones;
- ◆ Engage with a diverse group of stakeholders to ensure the programme meets its goals and outcomes;

- ◆ Be responsible for programme resourcing, budget and reporting, and report on progress to stakeholders;
- ◆ Assemble, coordinate and allocate programme staff;
- ◆ Identify and manage risks;
- ◆ Provide direction and support to programme team; and
- ◆ Be based at BIT for three days a week, and co-located with GEO for two days a week.

Essential

- ◆ Proven experience in delivering complex policy or research programmes, ideally within a public sector environment;
- ◆ Proven experience in managing and facilitating collaborative working across a number of teams and organisations;
- ◆ An excellent understanding of policy making and/or academic research;
- ◆ Strong project management skills;
- ◆ Ability to plan and manage budgets;
- ◆ Strong leadership and people skills, able to build relationships with diverse groups of stakeholders;
- ◆ Strong facilitation and negotiation skills; and
- ◆ Interest in and basic understanding of behavioural science and how it can be applied to public policy.

Desirable

- ◆ Qualification in project management (Prince 2, PMP or equivalent); and/or experienced in managing both waterfall and agile projects; and
- ◆ Ability to support the design and implementation of rigorous evaluations, including but not limited to randomised controlled trials.

How to apply: To apply candidates should upload their CV and complete their application through Applied: <https://www.beapplied.com/apply/E5PtjrPxJs>

Date of posting: 29th September 2017

Close of Applications: 16th October 2017 at 9am GMT

Interviews and assessment tasks will take place: late October/ early November 2017

Contract Start: by January 2018, earlier if possible

Please note:

- ◆ If you do not already hold the right to work in the UK and/or require sponsorship in order to continue working here, you should think carefully before applying. This is because we will be unable to sponsor you unless there is no other suitably qualified settled worker available to fill the role or your current immigration status means that the resident labour market test will not apply in your case.

To find out more about the organisation and the type of people who work in the team visit: <http://www.behaviouralinsights.co.uk>

The Behavioural Insights Team is committed to a policy of Equal Employment Opportunity and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.