

**GOVERNMENT SOCIAL RESEARCH: Sandwich Student Placements 2024-25**

**JOB DESCRIPTIONS**

The following document contains job descriptions from the departments participating in this year’s GSR Sandwich Scheme. They give you an insight into the work of the department, and the role of social research within that department.

If successful at interview, you will be allocated to any government department with a role available. Where possible, we will try to place you within a department with an office in one of your preferred locations. We are unable to take your preferred departments into account, as we must treat all applicants fairly, as well as meeting the need of each government department offering placements.

***Please note that the descriptions in this document may change as departmental need shifts in response to workload. This may include the locations, departments and number of roles available.***

If you have any questions regarding the contents of this document, please email GESRrecruitment@hmtreasury.gov.uk

# Contents

[Contents 2](#_Toc146798261)

[Department for Business and Trade (DBT) 3](#_Toc146798262)

[College of Policing (CoP) 5](#_Toc146798263)

[Department for Education (DfE) 7](#_Toc146798264)

[Department for Levelling Up, Housing and Communities (Levelling Up or DLUHC) 9](#_Toc146798265)

[Department for Work and Pensions (DWP) 12](#_Toc146798266)

[HM Revenue and Customs (HMRC) 14](#_Toc146798267)

[Home Office (HO) 17](#_Toc146798268)

# Department for Business and Trade (DBT)

**Location:** London, Darlington, Birmingham, Salford, Cardiff, Edinburgh

About DBT

The [Department for Business and Trade (DBT)](https://www.gov.uk/government/organisations/department-for-international-trade)  are the department for economic growth. We support businesses to invest, grow and export, creating jobs and opportunities across the country. Our responsibilities are to:

* Redraw our rules to ensure businesses thrive, markets are competitive and consumers are protected.
* Secure investment from UK and international businesses.
* Advise, support, and promote British businesses to grow and export.
* Open up new markets for businesses by removing barriers and striking trade deals.
* Promote free trade, economic security and resilient supply chains.

Overview of analyst work

The roles are in different analyst teams that are responsible for developing the evidence base and analysis to support the full range of DBT’s responsibilities, including analysis in support of trade policy and trade negotiations to trade and investment promotion and business planning. You will have the opportunity to lead on projects and contribute on others. You will have the opportunity to:

* Develop your experience and understanding in a range of Social Research techniques and methodologies such as evaluation, qualitive methods and surveys.
* Develop the evidence base and use high-quality evidence to support decision-making for effective DBT policy and delivery in a timely fashion
* Communicate analysis with impact, building effective working relationships with senior policy colleagues, other analytical professions and relevant stakeholders both across Her Majesty’s Government (HMG) as well as externally

We lead on the development of programmes of research and Monitoring, Evaluation to support our priority areas. Some examples of our work include:

The National Survey of Registered Businesses: <https://www.gov.uk/government/collections/dit-national-survey-of-registered-businesses-exporting-behaviours-attitudes-and-needs>

A National survey of public attitudes towards trade and government trade policy: https://www.gov.uk/government/collections/public-attitudes-to-trade-tracker#history

International surveys such as the International Traders and Investors study:

[https://www.gov.uk/government/publications/2018-international-traders-and-investors-study](https://www.gov.uk/government/publications/2018-international-traders-and-investors-study%C2%A0%C2%A0)

Segmentation and the use of innovative approaches and qualitative research to develop ‘Personas’ in the first segmentation study of the UK businesses with regards to exporting <https://www.gov.uk/government/publications/segmentation-of-uk-businesses-research>

The Department also commissions many qualitative studies to understand businesses views and needs and to support evaluation and understand how products to support businesses are working and how they could be improved.

DBT Government Social Research Community

* You will be joining a community of around 600 analysts from four different analytical professions that work closely across disciplines in this exciting area of policy.
* The Social Research community in DIT has over 90 members and is growing. We are very friendly and active community in the department.
* You will also receive in-depth analytical training as you progress in your role.

Security Clearance

* Because roles potentially require work on sensitive topics, including analysis in support of live trade negotiations, a higher level of security clearance is required.

Contact point for further details

Kylie.Lovell@businessandtrade.gov.uk or Rebekah.Eden@businessandtrade.gov.uk

# College of Policing (CoP)

LOCATION: London / Harrogate

NUMBER OF PLACEMENTS: 2

SALARY: London £25,319 / Harrogate £20,281

About us

Are you looking to develop your research and analysis skills? Do you have an interest in improving policing in England and Wales?

The College of Policing is the professional body for the police service in England and Wales, and we are looking to recruit two GSR sandwich students for 2024/25.

The College works with everyone in policing to prevent crime and keep people safe. We set standards, share knowledge and good policing practice and support the development of police officers and staff.

We are uniquely placed to work both with national policing organisations and local forces to provide support, boost professionalism and improve leadership for frontline officers, staff and volunteers in their day-to-day roles.

What our team do

As a sandwich student, you will be working in the College’s Research, Analysis and Knowledge Sharing unit, which is a dynamic team of social researchers, statisticians and analysts who work directly with police officers and staff to build and share the evidence base for policing.

The team uses a range of research methods including surveys, interviews, focus groups and experimental trials. Some of the research projects we are currently conducting are looking to understand:

* Whether training has helped police officers and staff better support vulnerable people in custody
* Whether the police delivering lessons on consent and the law in secondary schools improves pupils’ knowledge and understanding of consent and the law, and helps build trust and confidence in the police
* Whether a new leadership programme for aspiring chief officers is meeting its aims and objectives, and what the impact is on candidate experiences

We are also home to the What Works Centre for Crime Reduction - one of thirteen world-leading What Works Centres set up by the Cabinet Office to guide decisions about public services. As a What Works Centre, we provide easy access to the best available evidence, turn evidence into practice, and provide practical tools for evaluating policing projects. All of these functions help us to collect and share research evidence on crime reduction and support its use in practice.

Due to our unique position in government as a professional body, the College provides an exciting opportunity to support the practical application of research findings within policing, meaning we can make a real difference for the public.

We offer a supportive and inclusive environment for people to thrive. Our extensive flexible-working and family friendly policies, employee wellbeing support, membership of the employers network for equality and inclusion (ENEI) and status as a disability confident employer means everyone can bring their whole self to work.

The role

During your placement, you will:

* Support the design and delivery of research projects:
	+ Conduct in-house research and analysis projects, applying appropriate research methodologies to answer research questions
	+ Examples include: conducting surveys with officers, evaluating the impact of national programmes and undertaking systematic reviews of literature to identify what works to improve policing or reduce crime
* Help identify and promote promising police practice through our website and events
* Develop and maintain constructive working relationships with College colleagues and external stakeholders, such as police officers and academics
	+ Support workshops and conferences hosted by your team to increase understanding of the available evidence and how policing can adopt an evidence-based approach
* Display a professional approach to research that complies with the Government Social Research and Statistical Standards and Competencies

Eligibility Requirements

This post is open to UK nationals, Commonwealth citizens, EEA nationals of other member states and certain non-EEA family members. There must be no employment restriction or time limit on your permitted stay in the UK.

You should normally have been resident in the United Kingdom for at least three years preceding your application due to the requirement to have a checkable history for security vetting purposes.

# Department for Education (DfE)

LOCATION: London, Sheffield or Manchester

NUMBER OF PLACEMENTS: 3

SALARY: £21,000 pro rata

ABOUT US

The Department for Education is responsible for education, children’s services, higher and further education policy, apprenticeships and skills in England. We work to achieve a highly educated society in which opportunity is equal for all, no matter what their background or family circumstances.

JOB DESCRIPTION

Our Social Researchers are involved at all stages of the policy making process, from contributing evidence to inform policy design, to formative action research to understand how changes are being implemented, and ultimately evaluating the impact of our interventions to understand what difference they make and how we can improve.  Examples of what DfE social researchers do include:

* Ensuring the views of pupils and teachers are known and understood, through the regular Teacher and Pupil omnibus surveys.
* Large, fascinating cohort studies such as the Longitudinal Study of Young People in England 2 – one of the largest and most challenging studies of young people ever commissioned, which tracks a sample of over 13,000 young people from the age of 13/14 annually through to the age of 20.
* International research to benchmark our educational performance against other countries, through the commissioning, management and analysis of studies such as the Programme for International Student Assessment (PISA).

This placement will be based in the Research Commissioning and Engagement team in the Research Knowledge and Insight Unit (RKIU).  The role is likely to include: undertaking literature reviews and primary research, analysing and presenting survey data, supporting the research commissioning process from approval to publication and working on our knowledge management system, all within a fully supportive and friendly team.

BENEFITS

* 25 days annual leave.  In addition, all staff receive the Queen’s Birthday privilege holiday and 8 days’ bank and public holidays (pro rata)
* Flexible working arrangements
* Employee Discount scheme through our Employee Benefits Portal, offering access to over 2000 discounts;
* As an organisation, which exists to support education and lifelong learning, we offer our staff excellent professional development opportunities.

In the DfE we have a strong culture of inclusion and diversity and are committed to being an equal opportunities employer. We aim to develop all our staff to enable them to make a full contribution to meeting the Department's objectives, and to fulfil their own potential. We promote and support the use of a range of flexible working patterns to help staff to balance home and work responsibilities and we treat people fairly, irrespective of their working arrangements.

We support this culture though our 11 staff networks, including the BAME, LGBT+ networks to the Carers and EU/EEA Nationals networks. We are recognised by leading diversity organisations for promoting diversity in the workplace. We have achieved the status of becoming a Disability Leader employer and continued to be a member of the Business Disability Forum. We have also earned a spot in the 2018 Stonewall Top 100 employer Index and the Business in the Community’s Best employers for Race 2018 list.

Eligibility Requirements

Candidates will need to hold the right to work in the UK and meet Civil Service Nationality Rules.

You should normally have been a resident in the United Kingdom for at least three years preceding your application due to the requirement to have a checkable history for security vetting purposes.

# Department for Levelling Up, Housing and Communities (Levelling Up or DLUHC)

LOCATION: London or Wolverhampton

NUMBER OF PLACEMENTS: 1

SALARY: London  £27,871

JOB DESCRIPTION

DLUHC aims to help create great places to live and work across the country and to back communities to come together and thrive. Our priorities are:

* Levelling up all parts of the country to create more opportunities, better jobs and boosting living standards
* Delivering more, better quality, more affordable, safer and greener homes.
* Ending rough sleeping and reducing homelessness
* Introducing the biggest changes in building safety for a generation
* Supporting the sustainability of the local government sector that delivers priority services and empowers communities
* Maintaining the Union, and ensure that its strength and benefits are clear, visible, and recognised by all citizens.

Most research posts are in Analysis and Data Directorate which is headed by DLUHC’s Chief Analyst and Chief Economist. The Directorate contains over 200 analysts and other staff providing high quality analytical advice to Ministers, the Executive Team and policy and corporate colleagues across all aspects of the Department’s business, including levelling up, housing and planning, building safety and climate change, and homelessness and vulnerable groups. Our analysts are responsible for statistics, data collection, data analysis and science, research, economic analysis and modelling, evaluation and thought leadership across all DLUHC policy areas.

**Social research roles:**

The precise nature of the role for a one year placement student will be agreed when we have been allocated a successful candidate.  We will take into account priorities at that time and the skills and preferences of the candidate.

Our Social Researchers are involved at all stages of the policy making process, from contributing evidence to inform policy design, to formative action research to understand how changes are being implemented, and ultimately evaluating the impact of our interventions to understand what difference they make and how we can improve. Our roles give you the opportunity to use and further develop both qualitative and quantitative research skills, carry out in-house research and be involved in the design, analysis, external commissioning, and management of major social research projects, including evaluations. You will also have the opportunity of engaging with academic experts, other government departments and external stakeholders, and working collaboratively across teams within DLUHC to deliver analytical projects. Some examples of key social research projects include:

* Delivery and analysis of the flagship English Housing Survey (EHS).
* Research and evaluation to support the delivery of a wide range of housing ang planning interventions.
* Synthesis work, research, and evaluation work on initiatives to help vulnerable groups, including rough sleeping, and other homelessness and prevention initiatives and the award-winning Troubled Families evaluation.
* Synthesis work, data collection and evaluation activity to support more integrated and cohesive communities.
* Evidence gathering and evaluation work on key priorities including levelling up
* Evaluation and research to support the integrity of elections and Union and devolution strategy

**DLUHC social research community.**

DLUHC’s social research community comprises around 30 staff, working in multidisciplinary teams. There are opportunities for social researchers and all analysts to attend seminars with a range of different external speakers and attend various social events.

**Learning and development opportunities:**

Our roles will give you the opportunity to apply and further develop your social research skills.  There is also a range of learning and development opportunities in DLUHC, both with respect to technical, social research focused learning as well as support for wider development.

**For further information** please contact Analytical.Recruitment@levellingup.gov.uk  or Lesley Smith (Lesley.Smith@levellingup.gov.uk.

*“If you are keen to apply your social research skills to a range of exciting and challenging policy issues, are interested in taking an evidenced-based approach to help influence policy design and enjoy working as part of a team then we would be delighted to receive an application from you.”* ***Stephen Aldridge, Director for Analysis and Data at DLUHC***

Eligibility Requirements

Please note that successful candidates will need to pass the CTC security checks – this requires you to have been living continuously in the UK for the past 3 years.

# Department for Work and Pensions (DWP)

LOCATION: Leeds, London, Manchester, Newcastle, Sheffield, Glasgow, Treforest and Birmingham

NUMBER OF PLACEMENTS: 10

SALARY: London £27,215; Outside London £24,273

### JOB DESCRIPTION

DWP has an excellent reputation for ensuring its work is underpinned by robust evidence and analysis. As a GSR placement student you will have the opportunity to apply your social research skills to the real world and experience what it’s like to work as a Government Social Researcher. At DWP you will have the chance to work on high priority areas and distinct projects.

You will work as part of one of the largest analytical communities in Government, amongst Social Researchers, Statisticians, Operational Researchers, Economists, and Data Scientist who all work together to provide support, challenge, and advice to colleagues and Ministers right across the Department, its delivery bodies, and beyond. There are also plenty of opportunities beyond the day job to undertake corporate activities, benefiting your own analytical profession or the analytical community as a whole.

DWP has a variety of job roles across the organisation in areas such as Labour Markets, Pensions, Housing, Working Age Benefits, Disability, and Performance Analysis.

### About DWP

Everything we do in the Department for Work and Pensions is about providing security, extending opportunity, and giving people the support, they need to transform their lives. We are helping the most vulnerable people in our society by addressing the root causes of disadvantage and supporting them to turn their lives around. We are ensuring that everyone who is able to work is given all the support they need to do so, while those who cannot are – quite rightly – protected.

### Social Researchers in DWP

DWP Social Researchers carry out research and analysis that influences policy in one of the largest departments in government. The Department’s broad and challenging agenda is rarely out of the newspapers and is studied by academic analysts from across the globe. There is high profile scrutiny of policies that are underpinned by the work of social researchers in the Department.

Social Researchers at DWP work closely with other analysts and policy colleagues. Social Researchers also work with operations colleagues, press officers and with ministerial offices and Ministers. We

* Work with policy makers to provide research-based advice on issues at the cutting edge of social policy;
* Procure, commission and manage research and evaluation projects;
* Undertake qualitative and quantitative research with DWP colleagues and customers;
* Analyse and interpret data;
* Review and synthesise the findings of existing national and international research studies;
* Play a critical role in gathering, analysing and interpreting information to inform evidence-based policies;
* Work independently and with other analysts to provide timely, relevant and robust briefing for policy colleagues and Ministers.

### Eligibility Requirements

* Candidates will need to hold the right to work in the UK and meet Civil Service Nationality Rules. Further information on whether you are able to apply is available [here](https://www.gov.uk/government/publications/nationality-rules)

# HM Revenue and Customs (HMRC)

LOCATION: Liverpool, Manchester, London (Croydon or Stratford)

NUMBER OF PLACEMENTS: 2

SALARY: London £28,612, National £24,278

### About HMRC

HM Revenue and Customs (HMRC) influences all aspects of society: alleviating child poverty; tackling climate change; making the UK economy a vibrant and attractive place to do business; understanding what drives taxpayer behaviour and playing a central role in delivering key parts of the government’s transformative economic agenda.

HMRC’s vision is to be a trusted, modern tax and customs department that will fit with the way our customers run their businesses and their lives, reduce the tax gap, enhance the customer experience, keep costs down, and operate in a way that is recognised as fair. It means we’ll be on the side of our customers when they’re trying their best to get things right, while tackling the small minority who set out to cheat the system. It also means creating a great place to work in HMRC by nurturing a culture of respect for all our colleagues.

At HMRC we are committed to creating a great place to work for all our colleagues; an inclusive and respectful environment that reflects the diversity of the society we serve.

We want to maximise the potential of everyone who chooses to work for us and we offer a range of flexible working patterns and support to make a fulfilling career at HMRC accessible to you. Diverse perspectives and experiences are critical to our success and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role.

Social research in HMRC

HMRC is a mainstream Government Social Research (GSR) department with 100+ social research posts. There is a strong social research community across different parts of HMRC and among researchers based in London and the North-West, with regular meetings and networking events for the profession. We undertake a wide range of research projects from large-scale quantitative surveys of UK individual and business taxpayers, to detailed qualitative research, involving in-depth interviews and discussion groups.

Social researchers carry out systematic reviews of evidence and evaluations of tax policies and operations on everything from environment and property taxes to tax compliance issues. We have a strong interest in behavioural and attitudinal research to inform tax policy and ensure taxes are paid. We carry out in-house data analysis and research, as well as managing external research agencies. You can find examples of recent projects undertaken by social researchers in HMRC on our research page on [gov.uk](https://www.gov.uk/government/organisations/hm-revenue-customs/about/research#hmrc-research-reports) (www.gov.uk/government/organisations/hm-revenue-customs/about/research#hmrc-research-reports).

As a social research placement student within HMRC, you will be involved in all aspects of the research and evaluation process. You will also have the opportunity undertake training informed by your current skills and interests which supports your development as a social researcher.

You will be based within one of the of the following multi-disciplinary analytical teams within HMRC that focuses on a particular tax, customer or policy area. However, throughout your placement you will have the chance to work with teams from across the Organisation as well as with researchers from analytical teams in other departments. Our analytical teams are as follows:

Compliance – Our work on tax compliance is split into two analytical teams: Compliance and Debt Operations, and Customer Compliance Strategy. These teams provide analysis across a wide range of compliance areas in HMRC: from analysis to recommend how and when HMRC intervenes with customers to understanding the overall impacts of those interventions on tax receipts and taxpayer behaviour. The team also provides analysis to influence and support HMRC’s strategy on offshore tax evasion and regularly publishes internationally acclaimed ‘tax gap’ analysis.

Business Taxes – We produce analysis for Ministers, HM Treasury and HMRC colleagues covering Corporation Tax for large businesses, including the banking sector, small business taxation issues and research to inform customs and tax policy around the EU-UK Trade and Cooperation Agreement. We also produce influential analysis on VAT, stamp duties, excise duties (e.g. tobacco & alcohol), and environmental and transport taxes (e.g. climate change levy, fuel duty). Finally, we are responsible for managing the department’s strategic programme of externally commissioned evaluations on tax reliefs.

Benefits and Credits – We deliver analysis and research on how to improve the operational delivery of tax credits and child benefit, and on policy reforms including transition of tax credits to Universal Credit.

Personal Taxes – We analyse the impacts of high-profile reforms to the tax system affecting millions of individuals in the UK, developing the evidence base for HM Treasury policy and producing advice for Ministers.

Operations, Strategy and Transformation – We deliver research and analysis for a wide range of HMRC areas including corporate functions, strategy and customer service delivery. We lead on cross-cutting HMRC operations and behavioural analysis and work flexibly to deliver priority projects. The four key priority analytical themes for the team are Customer and Strategy, Customer Service and Efficiency, People and Leadership and Making Tax Digital.

Hub for Evidence, Assurance, Research and Technology team (HEART) - We manage, maintain and improve the technology, software and analytical environments used by HMRC and OGDs. We enable analytical teams to build quality assurance processes and culture, trusted models and methods, and support HMRC to better understand its data. We deliver cross-cutting analysis to support public finances.

Behaviour, Insight and Research – BIR is a large, multi-disciplinary insight function located in HMRC’s Customer Insight and Design Directorate responsible for the design of HMRC services and ensuring service change and transformation is based on high quality customer evidence. BIR has two social research teams, one focusing on in-house research and the other on externally contracted work. Researchers in BIR are primarily based in one or other of these teams but have the opportunity to deliver projects in both. Our research provides evidence to support service design and optimisation, HMRC strategy and communications, and understanding and improving trader experience at the UK Border.

Eligibility Requirements

Open to UK, [Commonwealth](http://thecommonwealth.org/member-countries) and [European Economic Area (EEA)](https://www.gov.uk/eu-eea) and certain non-EEA nationals. Further information on whether you are able to apply is available [here.](https://www.civil-service-careers.gov.uk/how-to-apply/)

Please note that successful candidates based in our central London office will need to pass the CTC security checks – this requires you to have been living continuously in the UK for the past 3 years.

# Home Office (HO)

LOCATION: 2 Marsham Street, London; Croydon; Sheffield

NUMBER OF PLACEMENTS: 15

SALARY: London £26,180; National £22,180

JOB DESCRIPTION

The Home Office is the lead government department for immigration and passports, crime, police, fire and counter-terrorism. The issues the department deals with are significant, intellectually stimulating, often controversial and regularly at the top of the news. Social researchers work across these areas, often alongside economists, statisticians and operational researchers, to support policy colleagues by ensuring a sound evidence base to inform the development and delivery of policy and front-line operations.

We are looking for 15 GSR Sandwich students. The roles offer the opportunity to develop skills as a social researcher across a range of competencies and provide a wider understanding of how research and evidence are used within government to inform policy-making.

As well as responding to ad-hoc requests, the successful applicants will contribute to distinct strands of project work, and as part of this may have the opportunity to plan, carry out and report on a small-scale project over the year. A candidate with a broad range of skills including quantitative and qualitative skills would be preferable, with knowledge or experience of handling and interrogating large data sets an advantage.

Good written and oral presentation skills are required, as the roles will include working with a range of stakeholders, including other analysts, policy colleagues, and practitioners.

Typically, the jobs will involve undertaking secondary data analysis, synthesising research evidence and there may also be opportunities for primary research. Precise responsibilities vary across the different roles. Posts are available across all main Home Office policy areas, including crime, drugs, policing, fire, migration and borders as well as counter-terrorism.

Further information about research in the Home Office, including examples of recent research reports can be found at eth following link: [Research at Home Office - Home Office - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/home-office/about/research)

Eligibility Requirements

Candidates need to meet our nationality requirements and should normally have been resident in the UK for the last 5 years, in order to meet our security clearance requirements.