

Field Researcher – GTAA

Job Description

Summary of Post Function

This post involves interviewing member of the public in their own homes, on-street or other public places. Most work will be conducted within the Gypsy and Travelling community with interviews taking place and other relevant information being collected on sites.

ORS projects are typically undertaken on behalf of public sector clients including local authorities, housing associations and national or regional government, and topics studied include local housing, health, employment, policing, and satisfaction with services provided. The information gathered is analysed and reported at an aggregate level and is only used for the purposes of the study.

The post-holder will usually be expected to work independently, but will need to be able to work as part of a broader team of interviewers and supervisors, and also liaise with management and other support staff. Excellent communication skills are required as the post-holder must be able to build a rapport with members of the public, including the Gypsy and Travelling community, during detailed personal interviews to gain their confidence to discuss sensitive issues such as family and financial circumstances. Introductory and on-going training will be provided.

Some surveys may require Non-Police Personnel Vetting (NPPV) clearance before work can be allocated.

For each new project or type of project, you should expect a briefing and clear instructions regarding the data collection requirement. The nature of the work means most projects require the same data and use a standardised pro-forma.

Main Duties and Responsibilities of the Post

- Undertaking interviews with respondents in person
- Recording data from interviews to the ORS systems
- Having regard for ORS' quality and information security policies and procedures

Length of Familiarisation Period to Achieve Acceptable Level of Competence (Probationary Period)

Four weeks

Further Comments Relating to this Post

Must be open-minded and flexible, a good communicator and able to work on a number of projects at the same time.

A knowledge and understanding of the Gypsy and Traveller community is desirable for this role.

The role involves regular travel and overnight stays, weekend work will occasionally be required.

FIELD INTERVIEWER – GTAA

Person Specification:

Overview

This person specification identifies the criteria that we are looking for in candidates. It highlights the skills, abilities and experience that are essential and desirable for this post.

	ESSENTIAL	DESIRABLE
Qualifications		GCSE English and Maths at grade C or above or equivalent qualifications IQCS Trained
Skills	Good communication skills Good interpersonal skills Good with people Basic IT skills – including ability to use Microsoft Office and carry out data entry	Good telephone manner Computer literate Welsh speaking Other languages
Experience		Dealing with members of the public in person or by telephone Conducting personal interviews Use of Computer Aided Personal Interviewing (CAPI)
Other	Good team player Flexible and adaptable Prepared to work evenings and weekends Prepared to travel and work away from home on an occasional basis Driving licence and access to car or other private transport	Awareness of social issues and local government Interest in public policy research Prepared to travel and work away from home on a regular basis

Signed:

Date:

Post-holder

Head of Department