

**JOB TITLE: Social Researcher x 2**

**CLOSING DATE:** 27 August

**LOCATION:** Cardiff (and home working)

**SALARY:** Researcher £22,500 - £26,500  
Senior Researcher £26,500 - £30,500

**SUMMARY**

Arad wishes to recruit two social researchers. This post offers an opportunity to play a leading role in various aspects of the company's research and consultancy work. These will be full-time, permanent positions, although consideration will be given to applicants preferring to work part-time or on secondment.

The ability to work through the medium of Welsh to a high standard is desirable for one of the posts.

**DETAILED DESCRIPTION**

**About us**

Arad is a research company based in Cardiff. Arad provides high quality research, evaluation and consultancy services on behalf of clients in Wales and elsewhere in UK. Current clients include the Welsh Government, local authorities and further and higher education institutions. Our team offers expertise in the fields of education, training and skills; economic development; culture and heritage; children and young people; employment and social inclusion.

**The role**

Researchers contribute to delivering qualitative and quantitative research and evaluation projects. This includes designing research tools, carrying out qualitative interviews and focus groups; supporting the design and implementation of surveys; drafting research proposals, report writing and liaising professionally with external clients.

**SWYDD: Ymchwilydd Cymdeithasol x 2**

**DYDDIAD CAU:** 27 Awst

**LLEOLIAD:** Caerdydd (a gweithio gartref)

**CYFLOG:** Ymchwilydd £22,500 - £26,500  
Uwch ymchwilydd £26,500 - £30,500

**DISGRIFIAD BYR**

Dymuna Arad recriwtio dau ymchwilydd. Mae'r swyddi hyn yn cynnig cyfle i chwarae rôl blaenllaw mewn amrywiaeth o weithgareddau ymchwil ac ymgynghori'r cwmni. Swyddi llawn amser, parhaol yw'r rhain, er y bydd ystyriaeth yn cael ei roi i ymgeiswyr sy'n dymuno gweithio'n rhan-amser neu ar secondiad.

Mae'r gallu i weithio i safon uchel trwy gyfrwng y Gymraeg yn fanteisiol ar gyfer un o'r swyddi.

**DISGRIFIAD MANWL:**

**Amdanom ni**

Cwmni ymchwil wedi ei leoli yng Nghaerdydd yw Arad. Mae Arad yn darparu gwasanaethau ymchwil, gwerthuso ac ymgynghori o'r safon uchaf ar ran cleientiaid yng Nghymru a gweddill y DU. Ymhlith ein cleientiaid presennol mae Llywodraeth Cymru, awdurdodau lleol a sefydliadau addysg bellach ac uwch. Mae gan ein tîm arbenigeddau ym meysydd addysg a sgiliau; datblygiad economaidd; diwylliant a threftadaeth; polisi plant a phobl ifanc; cyflogaeth a chynhwysiant cymdeithasol.

**Y swydd**

Mae ein hymchwilydd yn cyfrannu at gyflawni prosiectau ymchwil a gwerthuso ansoddol a meintiol. Mae hyn yn cynnwys dylunio offer ymchwil data, cynnal cyfweiliadau ansoddol â grwpiau ffocws; cefnogi'r gwaith o gynllunio a gweithredu arolygon; drafftio cynigion ymchwil, ysgrifennu adroddiadau a chysylltu'n broffesiynol â chleientiaid allanol.

At senior researcher level, a key requirement of the role will be to play a leading part in the management of research projects and the generation of new business opportunities. In practice this will involve managing research studies where appropriate; client liaison; reviewing tender opportunities; leading on tender writing; coordinating fieldwork; drafting research reports and undertaking presentations. The role will also involve co-ordinating the tasks of project team members (including external associates) and working independently on some aspects of research projects.

### **Experience Required**

#### Essential

The applicant will have:

- experience of undertaking fieldwork (e.g. interviews, focus groups), analysis and reporting;
- the ability to analyse and summarise complex information;
- the ability to take initiative and work independently;
- a degree-level qualification;
- excellent verbal and written communication skills and the ability to deal directly with clients;
- good ICT skills and experience of using Office packages.

#### Desirable

Ideally, the applicant will have:

- excellent Welsh language verbal and written skills;
- experience as a researcher or policy officer;
- a post graduate qualification or experience in social science / economics / research methods;
- experience of writing reports;
- an understanding of the Welsh policy context;
- experience of using statistical or qualitative analysis software.

Gofynion allweddol rôl uwch ymchwilydd fydd chwarae rhan blaenllaw wrth reoli prosiectau a chreu cyfleoedd busnes newydd. Yn ymarferol, golyga hyn rheoli astudiaethau ymchwil, lle'n briodol; ymgysylltu â chleientiaid; adolygu cyfleoedd tendro; arwain ar ddrafftio tendrau ; cydlynu a chwblhau gwaith maes; drafftio adroddiadau ymchwil; a chwblhau cyflwyniadau. Bydd y rôl hefyd yn cynnwys cydlynu tasgau aelodau timau prosiect (yn cynnwys partneriaid allanol) a gweithio'n annibynnol ar rai agweddau o brosiectau ymchwil.

### **Sgiliau a Phrofiad**

#### Angenrheidiol

Bydd gan yr ymgeisydd:

- brofiad o gwblhau gwaith maes (e.e. cyfweiliadau, grwpiau ffocws) dadansoddi ac adrodd;
- y gallu i ddadansoddi a chrynhoi gwybodaeth gymhleth;
- y gallu i fod yn flaengar a gweithio'n annibynnol;
- gymhwyster lefel gradd;
- sgiliau cyfathrebu gwyb ar lafar ac yn ysgrifenedig, a'r gallu i weithio yn uniongyrchol gyda chleientiaid;
- sgiliau TGCh da a phrofiad o ddefnyddio pecynnau Office.

#### Manteisiol

Yn ddelfrydol, bydd gan yr ymgeisydd:

- sgiliau llafar ac ysgrifenedig ardderchog yn y Gymraeg;
- brofiad fel ymchwilydd neu swyddog polisi;
- gymhwyster ôl-radd neu brofiad mewn gwyddorau cymdeithasol / economeg / dulliau ymchwil;
- brofiad o ysgrifennu adroddiadau;
- ddealltwriaeth o'r cyd-destun polisi yng Nghymru;
- brofiad o ddefnyddio meddalwedd dadansoddi ystadegol neu ansoddol.

**HOW TO APPLY**

To apply, please send CV and a cover letter (with names and contact details of 2 referees) to Sioned Lewis at [sioned@arad.wales](mailto:sioned@arad.wales). Contact us on that email if you wish to arrange an informal discussion about these posts.

**SUT I WNEUD CAIS**

I wneud cais, anfonwch CV a llythyr cyflwyno (gydag enwau a manylion cyswllt 2 ganolwr) at Sioned Lewis at [sioned@arad.cymru](mailto:sioned@arad.cymru). Cysylltwch ar yr e-bost hwnnw hefyd os ydych am drefnu trafodaeth anffurfiol am y swyddi hyn.