

Policy & Research Co-ordinator



Role Description

GRADE

Grade 4

LOCATION

Craiglockhart, Edinburgh

LINE MANAGER

Director, Equate
Scotland

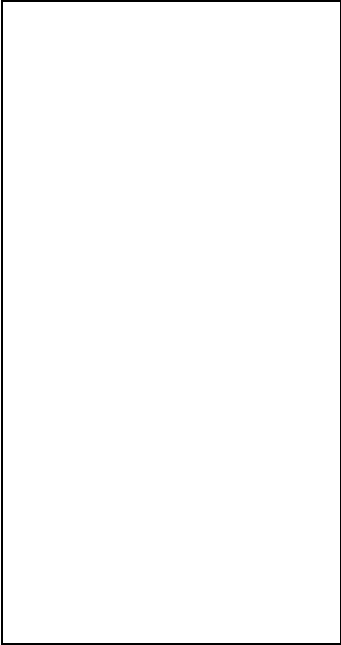
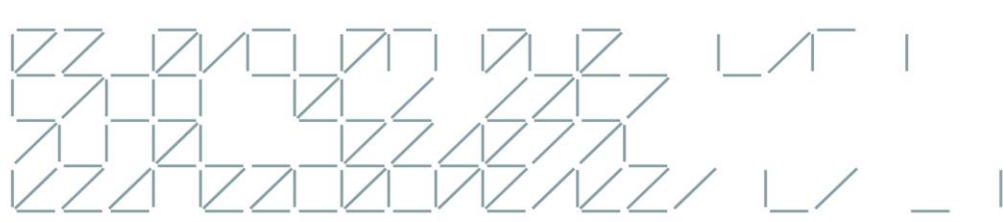
Role Summary

Equate Scotland is a national expert policy, research and development organisation, with a focus on women's under-representation within the science, engineering, technology, and the built environment industries. The programme is hosted by Edinburgh Napier University and is based at the Edinburgh Napier University Craiglockhart campus.

Equate Scotland works in collaboration with the STEM (Science, Technology, Engineering and Maths) sector, academia, statutory and third sector bodies, and the Scottish Government to affect a tangible and sustainable change, enabling more women to study, work, and progress in these key sectors.

This role involves management of policy tracking and research that supports Equate Scotland's work on progressing outcomes for women and gender equality in STEM [Science, Technology, Engineering and Environment (Natural and Built), Maths]. The post holder will be expected to work on and build relationships with policy groups, sector, and industry partners.

It will also involve working with the training team to ensure that our training and services are informed by best practice utilising current evidence and policy, as well as taking responsibility for creating new delivery materials and coordinating policy and research related activities and projects, supporting the wider work within the Equate Scotland team as required.



This role is currently funded until end of September 2026 Equate Scotland's core programme work is funded by the Scottish Government, and the funding is anticipated to be renewed and confirmed early 2026.

We believe in creating an inclusive and enjoyable place of work, and welcome discussions on flexible and hybrid working opportunities. You can find out more information about us [here](#).

Line Management Responsibility for:

This role does not have any line management responsibilities. This role on occasion may guide research assistants, recruited for specific research projects.



Main Duties and Responsibilities

- Lead on the programme's policy informed research, and in consultation with the Director map the Scottish and UK Government's policy agendas to Equate Scotland's objectives.
- Responsible for representing and networking with other relevant equality, skills, gender and STEM related policy groups to build on areas of common interest and joint influence.
- Responsible for tracking trends within key STEM sectors in relation to the broad themes of equality, diversity, and inclusion (EDI), gender, and employment, and apply current policy knowledge for external and internal training.
- Share knowledge through regular team updates (internal newsletter) and be able to provide evidence to team members for training and programme development.
- In consultation with Equate Scotland colleagues, design and manage data gathering processes to inform the creation, monitoring and evaluation of Equate's programmes.
- Collate accurate data from events, manage budget, and provide reports as required to ensure project governance in accordance with the requirements of our funders and our key performance measures.
- Be responsible for the development, coordination, and distribution of employer and STEM women surveys that are adapted to different sectors.
- Supported by the training team, organise and deliver focus groups, and events with stakeholders.
- Produce research and evaluation reports that can be shared with employers, policymakers, and other stakeholders.
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).
- Work closely with Equate Scotland colleagues, contributing to work that will advance women's labour market equality within the STEM sectors.
- Carry out any other duties as tasked by their line manager, commensurate with the post.



PERSON SPECIFICATION

ESSENTIAL DESIRABLE

Education / Qualifications

- HNC or equivalent or relevant and transferrable work experience

✓

Skills / Experience

- Demonstrable background in policy and research
- Ability to assess/analyse/share information and data to inform key learnings and continuous improvement in Equate Scotland's knowledge on issues affecting gender equality
- Experience of sharing information with different audiences
- Effective communication skills including report writing
- Practice based knowledge of quantitative and qualitative research methods
- Experience of designing and delivering surveys, interviewing, and focus groups
- Ability to interpret data and communicate research findings effectively
- Commitment to gender equality
- Experience in training and event management
- Understanding of issues relating to Gender Equality

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓