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| **Project**: PhD student placement opportunity |
| **Title: Digital repository of R&D projects**  |
| **Purpose of the Post**The Strategic Evidence Unit (SEU) within the Strategic Evidence, Borders & Intergovernmental Relations Division works across the Climate Change and Agriculture Directorate supporting evidence-based policy making and enhancing science capability in the Welsh Government. The Unit promotes the integration of science, research, and evidence into policy development to ensure informed decision-making in the various policy areas. Its remit includes the facilitation of R&D provisions within government, engagement and collaboration with UK-wide research programmes, the identification of evidence sources and the development of lasting connections between academia and policy. Amongst other core functions, the unit manages academic engagement, including an established PhD placement and fellowship programme. It also supports the functioning of Environment Platform Wales and the work of the Chief Scientific Officer. The Unit is aiming to widen its support to policy teams by offering practical and useful solutions. The Welsh Government customarily procures research and evidence via different means, including projects supported by the onboarding of PhD placement students. These research projects cover a wide range of areas, many of which are considered to be cross cutting in nature. At present, there is no single repository where procured and completed research can be easily accessed, potentially leading to duplication of efforts. SEU is proposing to develop a searchable knowledge base within the Welsh Government’s internal filing system which would allow policy teams in Climate Change and Agriculture to identify existing completed research which may be of relevance to their areas, and access reports and reviews easily through this structure. The successful candidate will be supporting the development of the searchable digital repository based on policy areas and keywords. The task will require the identification of relevance per policy area and cross cutting interests which will be instrumental for building an effective and efficient system. Extensive engagement with policy leads and user testing of proposals will form part of the placement. The expected output is a workable system (product) that can be easily maintained and continually updated by policy officials in the future. The remit of this placement falls under the portfolio of the Cabinet Secretary for Climate Change and Rural Affairs and supports the wider objectives of evidence-based policy making in the Welsh Government. **Background**Evidence and research are fundamental to making effective decisions at government level. Having access to the latest research and data is necessary for developing policy which will have long term positive impacts in Wales. In line with the requirements of the Well-being of Future Generations Act 2015, policy development has to contribute to the identified wellbeing goals, including a healthier, resilient and globally responsible Wales. The Act also promotes key principles of public service working, such as integration, prevention, collaboration, and long-term thinking.The advertised placement will support the integration of policy areas and effective policy making in line with the standards set by the 2015 Act. **Key Tasks** * Engagement with policy teams
* Identification and collation of relevant research projects and reports
* Gathering existing reports and project data from various sources
* Identification of necessary attributes, such as dates/policy areas/keywords
* Support in drafting summary of the identified sources
* Development of search criteria
* Definition of objectives and scope of the knowledge base
* Standardisation of data formats
* User testing and refinement of the data repository

The successful candidate will have the opportunity to  |
| **Details**  |
| **Skills required:** | **Key Skills*** Excellent research skills
* Data management skills
* Ability to synthesise information and data
* Ability to write clearly and concisely
* Ability of presenting technical material in an accessible format
* Creative thinking
* Ability to apply an innovative approach
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| **Outputs:** | Design of an internal R&D repository and knowledge base that can be easily maintained and continually updated by policy officials in the future |
| **Host Organisation:**  | Welsh Government |
| **Placement Start Date** | TBC |
| **Development Opportunities** | The placement provides an opportunity to gain insight into the functioning of Welsh Government and evidence-based policy development at the highest level. The post-holder will work in a cross-cutting central team, supporting science capability across two key directorates, Agriculture and Environment. The post-holder will be expected to work independently within parameters and guidelines provided by the Welsh Government. Working closely with a wide range of colleagues the successful candidate will build valuable working relationships, broaden their knowledge of public policy-making and enhance their existing transferable skills. |
| **Duration, location, working arrangements and environment:**  | The role will be full-time and is normally based with the team in one of Welsh Government’s regional offices. In line with the flexible working policy, the post-holder will be able to work from home, and office working will also be an option.Post-holders will be provided with a laptop to facilitate regular contact with the policy team members and line management, other policy teams and external partners. Due to the remote nature of working, the policy team will ensure that the post-holder is fully supported during the placement and will endeavour to ensure that the placement is as close to the in-team office-based experience as possible.The placement will be for a 3 month period and will focus on delivering the objectives set out in the job specification. The option to extend for a further 3 months is possible if the project team feel there is merit in doing so and if it is compatible with the post-holder’s university research schedule and DTP/CDT arrangements. The Welsh Government is a bilingual organisation and Welsh language skills are considered an asset to the organisation. We encourage and support staff to use their Welsh language skills during a placement. Start date will be agreed following successful Welsh Government security clearance. |
| **Application criteria** | **Welsh Government can only accept applications to the PhD student placement programme from registered students**. **All applicants must seek approval from their academic supervisor before applying** |
| **Funding** |
| The placement will be funded by Welsh Government and will match the current UKRI PhD stipend rate, payable in one sum at the beginning of the placement (to minimise financial administration). To avoid delays to students receiving payments, it is preferable that the student’s PhD stipend is not paused during the placement and that, instead, it continues and that WG reimburse the university for the time the student is not undertaking research. **Please note:  we do not pay students directly** |
| **Contact**  |
| **Name:**  | Contact Clare Dicks (Research & Academic Engagement Manager) via researchplacements@gov.wales The Welsh Government takes the protection of your data seriously. If you contact the Welsh Government then our [**Privacy Notice**](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgov.wales%2Fabout%2Fwelsh-government-privacy-notice%2F%3Flang%3Den&data=02%7C01%7CCaroline.Fallone%40gov.wales%7C24ae25ebbd28440c42e308d742b5966d%7Ca2cc36c592804ae78887d06dab89216b%7C0%7C0%7C637051219998434627&sdata=Sg3llOKFBLuxSLlQXQlpg%2Bmxb3dMNeR3Sgjw4Z7HQSY%3D&reserved=0) explains how we use your information and the ways in which we protect your privacy. |
| **Application process**  |
| Please submit CV and covering letter to Clare Dicks. **NOTE: All applicants must confirm that they have received authorisation to undertake a placement from their programme manager.** We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in respondingIf you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of the placement programme, or wish to discuss how we will support you if you are to be successful, please contact Clare Dicks as soon as possible to discuss your requirements and any questions you may have. |