



# Public Law Project

Information Pack

Research Assistant (Internship)



## Advert

This six-month research internship provides an opportunity for an exceptional candidate to conduct a supervised research project on the theme of monitoring and evaluating impact in the not-for-profit and public/administrative law sectors. The internship is open to law graduates and would be an ideal career development opportunity for someone looking to start a career in research. The role is supervised by, and will work directly with, the PLP Research Director (Dr Joe Tomlinson).

The purpose of this role is to help Public Law Project design systems to enable robust data capture about our impact, to collect and analyse this data and report on our impact clearly to internal and external stakeholders and learn from what this data is telling us.

The role will play an important part in developing PLP's effectiveness in the future. PLP's new Strategic Plan articulates a common objective (to use resources effectively to challenge unlawfulness significantly impacting on disadvantaged groups and support others to do so) for a wide range of projects and ongoing work. This highlights a pre-existing need for PLP to compare the effectiveness of our different activities. We also need to be mindful of the potential effect on organisational capacity of introducing new monitoring requirements across all our work in addition to existing reporting commitments and ensure we can measure relevant metrics efficiently. We need to create opportunities to learn how to improve our impact and how we run activities.

In particular, the role will help us evaluate the effectiveness of new policy, communications and events posts and, together with the post-holders, develop KPIs for monitoring the impact of these new functions. The role will also assist PLP in deepening our understanding of our beneficiaries and look for opportunities for them to shape our work.

## What is PLP

Public Law Project (PLP) works to ensure that people who are disadvantaged and marginalised can hold the state to account. For almost 30 years we have helped civil society, advisers and lawyers use the law to prevent abuses of power and improve access to justice in England and Wales. We employ specialist lawyers who represent individuals, campaign groups and charities, often in high profile, high stakes, public interest litigation. Our researchers work in partnership with the UK's leading academic institutions, and we run a national programme of conferences and training.

PLP is growing. We are expanding our operations and developing our in-house expertise to meet some extraordinary challenges and opportunities; from legal aid to benefit sanctions, from constitutional reform to the use of algorithms in Government decision-making.

## Vision, Mission & Values

### Our vision

**Our vision is a world where state decision-making is fair and lawful and each person has the power to hold public bodies to account.**

### Our mission

**We hold power to account**

**We improve state decision-making**

**We empower people to get justice**

### Our values

**Equality**

**Integrity**

**Expertise**

**Teamwork**

## Employment information

<b>Job title:</b>	Research Assistant (Internship)
<b>Contract term:</b>	Full-time, fixed term internship (6 months)
<b>Location:</b>	Central London (EC1V). Currently working from home during lockdown with the option to work from the office on occasions.
<b>Hours:</b>	Full time (35 hours per week). Part time applications will be considered.
<b>Salary:</b>	£19,882.95 (Based on the Real Living Wage in London: £10.85 p/h by 7 hours per day by 261 working days per year)
<b>Pension:</b>	We do not anticipate this role meeting the threshold for auto-enrolment.

**Leave:** 16.5 days over the 6 month internship (based on a full time member of staff with 25 ordinary annual leave days each year in addition to 8 bank holidays).

**Probation period:** 3 months. Benefits may be offered at a reduced level during the probation period.

**Payment method:** Payment is made by electronic transfer on or shortly before the 15<sup>th</sup> of each calendar month covering payment for that same calendar month.

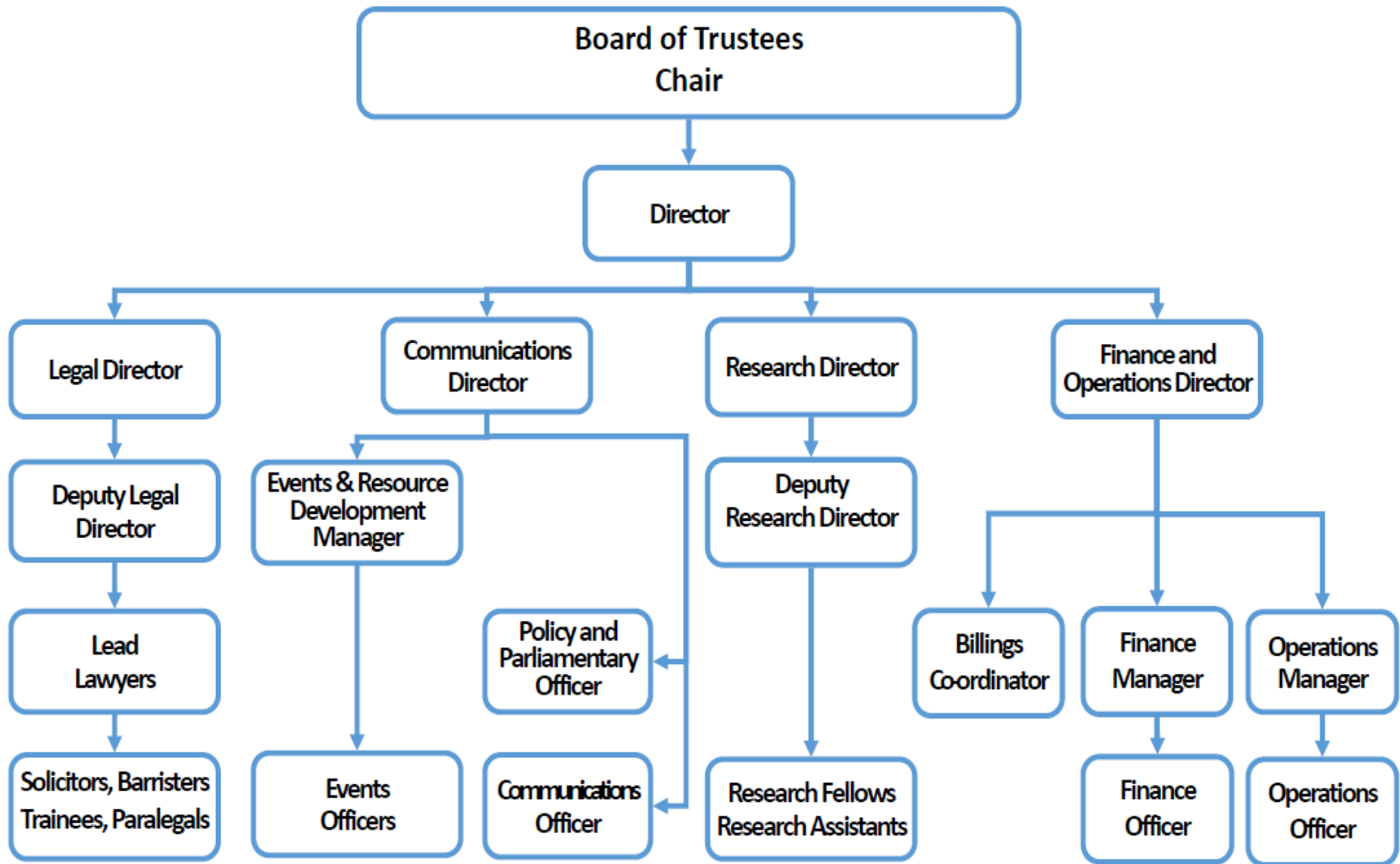
### **Flexible working:**

PLP is a family friendly employer. We are open to flexible working arrangements including those that will enable the post-holder to accommodate their care responsibilities.

PLP employees may be requested to attend occasional evening meetings. However, PLP recognises that post holders may have other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.

We do not anticipate any regular work to be required from the office before September 2021 and expect to offer three days working from home there-after if preferred.

*These details are provided for information only and do not form part of an employment contract or job offer.*



## **Job Description: Research Assistant (Intern)**

The purpose of this role is to help Public Law Project design systems to enable robust data capture about our impact, to collect and analyse this data and report on our impact clearly to internal and external stakeholders and learn from what this data is telling us.

The role will also assist PLP in deepening our understanding of our beneficiaries and look for opportunities for them to shape our work.

The role is line managed by the Research Director.

The post works closely with the Finance and Operations Director and a range of PLP caseworkers, researchers and events & communications team staff.

### **Primary Duties and Responsibilities**

The following is an illustrative but not exclusive list of the primary duties and responsibilities of the role:

- To undertake high-quality mapping work to develop an understanding and analysis of PLP impact across its functions
- Engaging with internal and external colleagues in order to develop an understanding of impact
- Help to develop a monitoring framework to inform what data PLP should collect to enable future evaluation and reporting
- Developing, with Research Director input, reports of varying scales and intended audiences, relating to PLP's impact
- Undertake other tasks appropriate to role as requested by the senior management team.
- Participate actively in the wider work of PLP (e.g. through attending team meetings, contributing to working groups, and engaging in PLP events)

Undertake other tasks appropriate to role as requested by [the senior management team].

## Person Specification: Research Assistant (Intern)

Abilities, skills and knowledge	Essential	Desirable
Understanding of, and commitment to, the aims of the Public Law Project	✓	
Experience of research		✓
Strong analytic and practical research skills	✓	
General awareness of current social and legal issues in the public law field	✓	
Good working knowledge of public law principles and the ability to undertake practical public law analysis		✓
Ability to engage professionally with external partners and senior internal staff and trustees	✓	
Experience of organising events		✓
The ability to communicate clearly, both orally and in writing, to various audiences	✓	
The ability to produce high-quality work within a set timeframe, and to meet set deadlines	✓	
Experience of working as part of a project team		✓
The ability to work productively with both researchers and practising lawyers, and as part of a team	✓	
The ability to undertake research in a fast-paced environment	✓	
A law degree or equivalent qualification, minimum 2.i class (or equivalent), or a postgraduate legal qualification	✓	
Knowledge of judicial review		✓

Personal qualities, commitment and values	Essential	Desirable
Commitment to PLP's core values of equality, equity, inclusion, integrity, expertise and teamwork	✓	
Interpersonal skills capable of developing a strong and active network	✓	
Ability to be self-servicing, including word processing skills, and to work flexibly and collegiately within a small, friendly, multi-disciplinary team	✓	
Self-motivation, ability to prioritise, meet deadlines and work under pressure	✓	
Willingness and ability to occasionally attend evening meetings		✓
Willingness and ability to travel to other parts of the country, occasionally staying overnight and attending evening meetings where required.		✓
Right to work in the UK	✓	

## Application process

PLP is an equal opportunities employer and Disability Confident Employer. We welcome applications from individuals regardless of age, disability, gender, gender identity, marital status, pregnancy/maternity, race, religion and belief, sex or sexual orientation.

Candidates may ask for clarification of elements of the person specification and/or the application process, and may discuss any issues that might impact on how they would be able to undertake the work. PLP will not discuss issues that may give any candidate information that would give them an advantage in their application.

To apply please complete the application form which accompanies this information pack and send it to [hr@publiclawproject.org.uk](mailto:hr@publiclawproject.org.uk).

**The deadline for applications is Thursday, 17<sup>th</sup> June 2021 at 11.59pm.**

A recruitment panel will be nominated for each vacancy. The recruitment panel will use the completed application form to assess each candidate's ability to meet the essential requirements of the job as set out in the person specification using a scoring system. The highest scoring applicants will be interviewed.

**Interviews will be held on Wednesday, 30<sup>th</sup> June 2021.**

Further information about the interview process will be provided to successful applicants. Interviews will usually consist of at least one practical test of your abilities relating to the role and a standard interview with a panel of at least two people. Please let us know in advance of your interview if you have a disability and require reasonable adjustments for the interview and/or assessment process to ensure the process is fair and equitable to all applicants.

Interview questions will be decided in advance based on their relevance to the job description and person specification and scored separately by interviewers. A score sheet will be set in advance, interviewers may only use information from the application form, the interview and any other assessment methods to inform their score.

PLP keeps assessment records/notes for all applicants, whether shortlisted or not, for 12 months. They are stored securely and then destroyed securely after the above period.

All short-listed candidates shall be notified of their selection decision and can obtain feedback from the assessment if they request it. All such requests are dealt with by the Practice Manager who may pass them on to the relevant person if applicable.



## Equality statement of intent

As an employer, PLP will treat all employees and job applicants equally and fairly and will not unlawfully discriminate against them. This also applies to volunteers, interns and anyone undertaking work experience with PLP. Our commitment to equal treatment extends to arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary procedures, demotions, selection for redundancies, dress code, references, work allocation and any other employment related activities. Specifically, PLP will endeavour to ensure that:

- I. Whenever practical, we will recruit and maintain a workforce which broadly reflects the diversity of the community in which we operate and serve. We will ensure that the style and content of our job adverts and recruitment materials convey this commitment, and always includes the statement that "The Public Law Project is an equal opportunity employer".
- II. Subject to cost, we will ensure that job opportunities are advertised widely and to diverse audiences. Where appropriate, PLP will take positive action measures to attract applications from all sections of society and especially from those groups which are under-represented in our workforce.
- III. We treat all job applicants equally and fairly and do not unlawfully discriminate against them. We do this by ensuring that we operate an open and fair recruitment process, and making decisions using selection criteria which do not discriminate.
- IV. We will take every possible step to ensure that employees and volunteers are treated fairly, with the aim of creating a culture that respects and values each others' differences, that is free of discrimination and promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.
- V. We recognise our continuing responsibility to develop the potential of all employees, removing any barriers, bias or discrimination that prevents progression or full contribution to the organisation's performance. We will ensure that selection for promotion, training or other benefit is free from discrimination of any kind and is based on the employee's experience and abilities and the needs of the job.
- VI. We will make clear to all employees, volunteers and trustees that anyone who works for PLP in any capacity is entitled to be treated with dignity and respect, and that unlawful discrimination, intimidation, harassment and victimisation are disciplinary offences which will not be tolerated by the organisation and may lead to disciplinary action. We will provide clear and accessible procedures allowing allegations of such conduct to be promptly and sensitively investigated.
- VII. We will provide flexibility to employees in relation to work requirements that may significantly impact on their personal needs and responsibilities and we will seek, as far as possible, to foster a culture that ensures an appropriate work – life balance. We also aim to be aware of days of cultural or religious significance that employees may wish to observe in an appropriate manner.

## **Privacy notice**

When you apply for a job with PLP we will need to collect information about you including your employment history and contact details so that we can assess your suitability for the role and inform you about the progress of your application.

Your records will be kept securely whilst we consider your application. If your application is unsuccessful, we will keep your data until 6 months after the decision was made. If successful your recruitment information will be kept for 6 years after your last day working with us.

If you opt to provide equal opportunity data to PLP this will be anonymised and retained only as long as is necessary to record the recruitment decision against the anonymised data and no longer than six months.

We do not share recruitment information with third parties.