

Job description

Assistant Researcher/Researcher, IDS Pay Services

IDS Pay Report is a fortnightly journal which monitors pay, conditions and labour market developments. We also produce a series of detailed sectoral reports on pay (eg Pay in the Public Services, Pay and Conditions in Call Centres) and we support IDSPay.co.uk, the online source for all remuneration data collected by IDS. The department also contributes to our contract research, conference and training work.

Key responsibilities:

- Collecting pay data and related information by telephone, e-mail and company visit
- Writing up the information collected for publication
- Writing feature articles for IDS Pay Report
- Visiting companies to carry out case studies and writing these up
- Monitoring developments in pay in specified sectors
- Using electronic data systems to enter, store and analyse pay data
- Attending briefings, seminars and conferences
- Contributing to sectoral reports
- Participating in contract research.

Skills required

Essential

- demonstrably excellent writing skills
- the ability to collect and analyse complex information
- the ability to work effectively as a member of a small team
- accuracy
- numeracy
- the ability to meet deadlines
- the ability to deal successfully with a variety of contacts, including those at a senior level
- an interest in reward issues and enthusiastic readiness to learn.

Desirable

- Academic qualification in industrial relations, HR management or other related areas
- Knowledge of reward and other employment issues

- Training in statistics
- Experience of working in an HR department
- Experience of or training in research methods.

The Assistant Researcher grade is a training grade for new graduates or those new to pay research. Recruits should expect to be promoted to Researcher within 12 months if they make satisfactory progress. Applicants with significant amounts of directly relevant experience may be appointed at the Researcher level.

Pay and conditions

The salary is £26,444 at assistant researcher level, and £29,137 at researcher level, rising to £33,600 after two years. Benefits include 28 days' holiday and a Company pension scheme.

Applications

Please write to Nikki Crain at IDS, Finsbury Tower, 103-105 Bunhill Row, London EC1Y 8LZ or email nikki.crain@thomsonreuters.com with your CV and a full cover letter, explaining how you meet our requirements, by 26 February 2010.