



WORK WITH US

Job Description – Head of Research & Policy

March 2026

JOB DESCRIPTION: Head of Research & Policy

Location:	40 Queen Street, London EC4R 1DD
Salary range:	£62,000 - £65,000 per annum plus benefits
Contract:	Full-time, permanent, hybrid 2 days in the office (Mon & Wed), 3 days remote
Responsible to:	Deputy CEO and Director of External Relations

About the Chartered Association of Business Schools

We are the voice of the UK's business and management education sector. We support our members to maintain world-class standards of teaching, research, and enterprise engagement. Through dialogue with policymakers, business, and stakeholders, we inform government policy to help create the best possible environment for our business schools, the economy and wider society to flourish.

We are a highly motivated team that works within a fast-paced environment to deliver on our members' priorities:

- **Securing the financial sustainability of the UK's business schools to ensure that they continue to drive positive impact on the economy and society:** Supporting members and advocating for fit-for-purpose policy development to maintain the contribution of business schools.
- **Accelerating productivity and growth for the benefit of the UK economy:** Developing capacity and partnerships to promote the role business schools play in improving organisational performance, in particular SMEs.

Embedded across our work are our organisational core values:

- Community Building
- Agile Expertise
- Authentic Accountability
- Purposeful Impact

Purpose of the role

The Head of Research & Policy plays a key role in managing our research function to ensure it delivers a high quality service and supports our thought leadership, lobbying and knowledge sharing. They are responsible for our portfolio of research projects and for the development of policy positions on issues impacting the business school sector. Our research provides members with sector market intelligence, and the findings are embedded within our lobbying and advocacy activities on behalf of the sector.

The postholder will be expected to monitor government policy and sector trends and use quantitative and qualitative research to understand and articulate their impacts. They will have experience in leading primary research projects, including survey design and management, and in conducting policy analysis and responding to consultation exercises.

This role is also responsible for the project management of the Academic Journal Guide, a highly regarded resource used by business academics across the globe. As well as project management, the

AJG also requires working with large datasets and collaborating with the AJG Editors, the Methodologist, and journal publishers to produce the underlying data.

The Head of Research & Policy will act as the senior Chartered ABS representative on two of our committees – the Research and the International Committees. This allows the postholder to engage directly with members on two of the areas aligned with our policy work.

This role will have responsibility for managing and developing a Research Officer. The postholder will work closely with the Chair, CEO, the Deputy CEO & Director of External Relations, and the PR & Public Affairs Manager.

Responsibilities of the role

Manage our research portfolio

- Take the lead on the Chartered ABS's programme of published research for dissemination to Chartered ABS members, policymakers, stakeholders and the media
- Analyse higher education data, such as HESA, NSS and other relevant data to support our reports, lobbying and key policy messages
- Draft, conduct, analyse and report on regular and ad-hoc surveys of relevance and benefit to our members, including the Annual Membership Survey and regular Pulse Surveys
- Produce and publish sector-level benchmarking data in an interactive format (Tableau Workbooks) for members to engage with via the CABS website
- Actively engage with senior audiences amongst Chartered ABS members, presenting research findings and proactively engaging with partner organisations where necessary

Contribute to our lobbying and advocacy

- Monitor developments in government policy, and collaborate with the public affairs team to maintain and update the Chartered ABS's policy positions to ensure these remain relevant and impactful
- Write responses to government consultations, gathering and collating input from members
- Meet with external stakeholders and government officials to gather insights and present our positions

Manage the Academic Journal Guide

- Project manage the Academic Journal Guide (published every three years with annual updates), ensuring the delivery of each new edition
- With direction from the Council and the AJG Management Committee, work with the Chair, the editorial team and the leadership team to develop the strategic direction of the AJG and take the lead on delivering innovation projects (for example, the introduction of new metrics)
- Work with the Editors, the Methodologist, and journal publishers to collate and prepare the underlying data in keeping with the methodology, and be responsible for ensuring quality assurance of data at all stages of the project
- Organise and Coordinate the AJG Management Committee and the Scientific Committee, maintaining a good relationship with both Chairs and ensuring adherence to good governance

Manage Taskforces and Committees

- Project manage the International Students Taskforce, and future taskforce projects, with the support of the public affairs team. This includes managing the research outputs of the taskforce and coordinating the high-profile taskforce members
- Act as the executive lead for the Chartered ABS Research and International committees, with secretariat support from the Research Officer. Committee executive leads are the senior representatives of the Chartered ABS that sit on these committees

Line management

- Line manage the Research Officer and support their development

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Person specification

Candidates must be able to demonstrate that they meet the ‘essential’ criteria. **Applicants must have the right to work in the UK.**

About you

This is a senior level position and requires an articulate and diplomatic individual who is capable of representing the Chartered ABS to senior level audiences and collaborating with senior internal and external stakeholders to deliver research projects. The postholder will have excellent quantitative and qualitative research skills and the ability to analyse and interpret data in the context of policy and trends which affect universities and business schools.

In keeping with our values, the postholder will be agile, collaborative, accountable and serve our members with purposeful impact.

EXPERIENCE	Essential	Desirable
Experience in managing a research, data analysis, or policy function that involved serving the needs of external or internal clients	✓	
Experience in the production of policy and research publications and articles for a variety of audiences.	✓	
Experience in data analysis from a range of different sources.	✓	
Experience of working with HESA data or the Heidi Plus system.		✓
Experience of consulting and building relationships with external stakeholders, policymakers and members.	✓	

A track record of presenting research findings to senior-level audiences such as members, government officials and external stakeholders.	✓	
Experience of line managing and developing staff.	✓	
Experience in committee management and writing minutes.		✓
Experience of work within an educational institution; association/professional body; research consultancy; or government body		✓
Experience with Tableau and/or Power BI.		✓
Demonstrable expertise in the use of IT tools including Outlook, Word, Excel, and PowerPoint.	✓	

SKILLS & ABILITIES	Essential	Desirable
Excellent oral and written communication skills, including the ability to turn complex information into plain English.	✓	
Ability to prepare and analyse data from a range of different sources, including the development of new methods of research, as required.	✓	
Expertise in quantitative and qualitative research methods, and survey design	✓	
Adept in policy analysis and in developing nuanced positions that will resonate with political stakeholders	✓	
Highly numerate and logical thinker.	✓	
Ability to communicate effectively and confidently with internal and external stakeholders.	✓	
Ability to manage successful, complex projects without supervision and to tight deadlines.	✓	
Ability to collaborate with senior colleagues internally and externally, including members and stakeholders	✓	
Ability to work creatively and under own initiative.	✓	

KNOWLEDGE	Essential	Desirable
Knowledge of UK system of higher education.		✓
Knowledge of UK business and management education.		✓
Knowledge of the UK policy landscape	✓	

QUALIFICATIONS	Essential	Desirable
Education to degree level (or equivalent qualification).	✓	
Education to Master's level (or equivalent)		✓

OTHER ATTRIBUTES	Essential	Desirable
Exceptional team player and works independently	✓	
Maintains strict confidentiality in all matters of communication	✓	
Excellent multi-tasker who works well under pressure.	✓	
Excellent attention to detail and ability to work to tight deadlines	✓	
Outstanding organisational skills	✓	
Willingness to travel within the UK and occasionally work outside normal hours		✓
Professional appearance for regular client representation	✓	
Reliable work record, exceptional punctuality	✓	

Our Values

Our values are very important to us at the Chartered ABS, guiding how we work with each other every day. In return, we offer flexible working and a friendly, down-to-earth, hardworking and collegiate environment. We are located near Cannon Street offering hybrid working of a minimum of 2 days per week in the office.



How to Apply

To apply successfully, please send your CV and a covering letter (no more than one side of A4) explaining how you meet role requirements and person specification addressed to PeopleHR at people@charteredabs.org by 31 March 2026

Applicants must have the right to work in the UK as we do not sponsor work visas.

The Chartered Association of Business Schools is an equal opportunities employer committed to creating an inclusive environment.

We welcome applications from people of all backgrounds and abilities. If you require reasonable adjustments at any stage of the recruitment process, please let us know of your requirements and we will be happy to discuss how we can best support you.