

Job Description

Research Fellow

■ NCS Classification

Section	Division	Group	Class
	Research & development		Policy research

■ Main Job Functions

1. Conducting study and research on a range of labor relations issues and developing policy alternatives
2. Compiling, publishing and disseminating information and data on labor relations
3. Conducting joint research on labor relations with other research institutions
4. Conducting research commissioned by the government, public institutions in Korea and abroad, and private organizations, etc.
5. Providing education, training and promotional activities in labor relations

■ Job Duties

- **(Organizing and Planning Research Projects)** Determining the subject and appropriate methodology for research projects by identifying a range of labor-related issues and analyzing demand for research; organizing research teams by recruiting experts qualified to perform research; proposing research projects and developing specific research plans by setting up a budget and timetable to meet the deadline
- **(Conducting Research)**
 - **Collecting and generating data:** Collecting qualitative and quantitative data needed for labor-related research and securing meaningful information and sources of information by building networks with experts in relevant fields; generating differentiated data for research projects by developing and applying analysis models suited to the collected data and research objective and by using appropriate analysis techniques
 - **Drawing conclusions and disseminating results:** Drawing a conclusion that meets the research objective by putting together the data drawn from research; proposing new policies or improvements to existing policies based on the results; publishing research results and related data for (prospective) customers so that the research results can contribute to both public interest and designing and implementing national policies
- **(Managing Research Projects)** Managing the timeline, budget and human resources so that research projects can be completed within the set deadline and budget; performing tasks in line with the set deliberation and reporting timeline

■ Relevant Subjects

- **Employment Policy:** Labor Economics, Applied Microeconomics, Macro Economics, Demographic Economics, Econometrics, etc.
- **Industrial Relations and Occupational Safety:** Industrial relations, Sociology, HRM, Political Science, Economics, Occupational Safety, etc.
- **Social Policy (Social Security Law):** Law, Social Policy, Economics, Sociology, etc.

■ Competency Units

- **(Organizing and Planning Research Projects)** Selecting the subject for research projects; proposing research projects; developing plans for research projects
- **(Conducting Research)**
 - **Collecting and generating data:** Generating data; collecting qualitative and quantitative research data
 - **Drawing conclusions and disseminating results:** Proposing policy ideas (supporting policy making); drawing conclusions; disseminating research results
- **(Managing Research Projects)** Managing research project participants and timeline

■ Necessary Knowledge / Skills (Ability) / Attitude for the Job

Knowledge	<ul style="list-style-type: none"> ○ (Organizing and Planning Research Projects) Knowledge of research methodology ○ (Conducting Research) Research methodology; knowledge of analysis methods suited to data properties; knowledge of analysis models suited to the subject or data; knowledge of methods for generating quantitative and qualitative data; knowledge of statistical analysis methods for different analysis models; knowledge of case study methods such as interviews and FGI; knowledge of theories and preceding research in the relevant field ○ (Managing Research Projects) Knowledge of research methodology
Skills (Ability)	<ul style="list-style-type: none"> ○ (Organizing and Planning Research Projects) Ability to collect a broad range of related data; ability to perform in-depth analysis on the collected data; ability to draft documents; ability to logically present plans to others; ability to select theories and concepts suited to the research objective; ability to set up a research plan within the given budget ○ (Conducting Research) Ability to perform in-depth analysis on the collected data; skills of using word processing programs and statistical programs; ability of planning surveys to generate data for research; ability to analyse data according to the research objective; ability to develop and apply analysis models to draw desired results; ability to design report structure and write reports accordingly; ability to logically explain research results to others; ability to propose policy issues and improvements based on research results; presentation skills ○ (Managing Research Projects) Ability to plan, collaborate, communicate, and negotiate
Attitude	<ul style="list-style-type: none"> ○ (Organizing and Planning Research Projects) Willing to explore the research subject with a critical mind; wanting to serve the public interest; accepting the opinions of others ○ (Conducting Research) Analyzing data with an appropriate method; working to draw differentiated results; solving issues using creative ways; trying to accomplish outputs within the given time ○ (Managing Research Projects) Listening closely to others; respecting, mutually understanding and working together with others

■ Basic Vocational Competency

- Communication skills, mathematical skills, problem-solving skills, self-development skills, resource management skills, interpersonal skills, computer application and data processing skills, organizational understanding skills, work ethics