

JOB DESCRIPTION

JOB TITLE:	Senior analyst
MANAGED BY:	Principal Economist
GRADE:	10

BACKGROUND

The West of England Combined Authority is seeking to appoint a senior analyst to join the analysis team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

The Senior Analyst leads research and analysis to guide and support policy development, decision-making and investment by the Combined Authority.

As part of the analysis team, you will help us to understand the state of the region's economy and the impact of the Combined Authority's projects. You will be responsible for delivering evidence to drive the Combined Authority's strategic direction and the design of policy to meet the Metro Mayor's priorities.

This is an exciting opportunity to use high-quality research and analysis to shape the future of the West of England. You will work with teams across the Authority, using a range of quantitative and qualitative research techniques to inform strategy and policy development, and impact assessment.

KEY RESPONSIBILITIES

You will be responsible for shaping and producing high quality research and analysis to guide the development of the West of England's strategy and policy priorities. This includes:

- working with policy and delivery colleagues across the Combined Authority to understand analysis requirements;
- designing and carrying out research, analysis and the interpretation of data to address these requirements, identifying and resolving gaps in information and managing commissioned research where necessary;
- reporting evidence in a way that provides valuable support to policy development, and, where appropriate, to a public audience; and
- designing and carrying out effective and proportionate monitoring and evaluation plans to support policies and interventions.

Your work will cover the range of the Combined Authority's responsibilities in business, skills, innovation, transport and planning.

You will design and produce reports and information which are effectively delivered, strategically relevant, accurate and appropriate for a range of audiences. Your work will provide insights by identifying the implications of the evidence for strategic and project decisions. This will include:

- build strong working relationships with local and national partners, universities and others to understand evidence requirements, draw on expertise, and agree access to data;
- ensure that evidence is robust and meets the needs of users;
- communicate complex technical ideas and arguments in ways which non-specialists can readily understand, both in writing and in verbal presentations; and
- ensure that confidential information is dealt with appropriately and that data is managed in accordance with data protection legislation.

The analyst will work closely with policy and delivery colleagues within the Combined Authority and our constituent local authorities to build our understanding of the region and the impact of our programmes.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level with a strong analytical and/or economics component, or with equivalent experience
- Excellent analytical skills, both quantitative and qualitative, working with a range of data sources using standard tools
- A good understanding of the principles that underpin economic development

Experience

- Experience of designing and conducting research and analysis to shape and influence strategy and policy development
- Experience of reporting evidence to a high standard that can be readily understood by non-specialists, highlighting key insights and implications for the organisation
- Experience of ensuring quality research, such as data quality checking and validation techniques

Skills and Competencies

- Highly motivated, with demonstrable experience of achieving personal objectives and contributing to the achievement of team objectives
- Strong project management skills, with the ability to prioritise and focus on what is important to ensure delivery of results
- Ability to build relationships with clients and stakeholders to understand evidence needs and design analysis and reporting accordingly

DESIRABLE

- Experience of local and central government working practices
- Experience of designing and conducting project evaluations
- Familiarity with data analysis and reporting using PowerBI, geographic information systems, and SQL databases
- Experience of using economic principles to estimate project impacts, including as part of the HM Treasury Green Book process

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for **over 23s, currently £9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.