

JOB DESCRIPTION

JOB TITLE:	Research & Analysis manager
MANAGED BY:	Head of Analysis & Evaluation
GRADE:	11

ROLE OVERVIEW

Approx. size of team:	Management of two, within an analysis team of 8
Key accountabilities:	<ul style="list-style-type: none"> • designing and delivering research and analysis to build a robust evidence base, with a focus on transport and place; • leading a small team of analysts, and commissioning research where necessary, to deliver high quality insights; • reporting evidence in a way that drives a stronger strategic narrative for the region on transport and place;
Key relationships:	Working with policy leads and delivery colleagues across the organisation and the regional partnership, to produce evidence that informs decisions by the Combined Authority's leadership and mayor.

THE ROLE

Reporting to the Head of Analysis and Evaluation, the research and analysis manager will lead the development of evidence to inform our strategic direction, with a focus on transport and place.

You will plan and manage our research on how people live, work and move around the region, working with delivery teams to identify future evidence needs. With a strong background in shaping and conducting research and an excellent understanding of economic development, you will manage a small team of analysts to deliver high-quality informative evidence. Through this work, you will help ensure that we design effective policies that target the right groups, and maximise the impact of our investments to achieve the Metro Mayor's priorities.

KEY RESPONSIBILITIES

The research and analysis manager will be responsible for developing a robust evidence base across the Combined Authority's strategic priorities, with a focus on transport and place. We need a stronger understanding of how people move around the region and the performance of our transport network, and how we provide enough high quality homes, work and leisure spaces for communities to thrive. You will work with internal and external partners to build and manage a programme of research and analysis. This includes:

- working with policy and delivery colleagues across the Combined Authority and our constituent local authorities to understand analysis priorities;
- designing and delivering a programme of research, analysis and interpretation to address these requirements;
- proactively identifying and resolving gaps in the strategic evidence base, to progress our understanding of key issues;
- line management of a small team of analysts, and commissioning research where necessary, to deliver high quality insights on these topics;
- reporting evidence in a way that drives a stronger strategic narrative for the region on transport and place;
- coordinating with teams across the organisation to ensure that, as a partnership, we collect the data we need to understand how the region operates spatially.

You will design and lead delivery of reports which are effectively delivered, strategically relevant, accurate and appropriate for a range of audiences. Comfortable working with uncertainty, your work will provide insights by identifying the implications of the evidence for strategic and project decisions. You will build strong working relationships with regional and national partners to understand evidence requirements, draw on expertise, and agree access to data. You will oversee the team's work to ensure that evidence is robust and meets the needs of users.

As part of the wider Analysis team, you will also contribute to developing our service by leading specific cross-cutting projects or providing advice on technical approaches to research.

As the Combined Authority matures and increases our delivery, it is more important than ever that our policies and projects are based on robust evidence. With the confidence and experience to influence change, you will work with teams across the organisation to inform policy development.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level with a strong analytical and/or economics component, or with equivalent experience
- An excellent understanding of how regions work spatially, and role of the public sector in driving change, especially within transport, housing and communities
- A strong grasp of the key sources of evidence on economic, social and spatial conditions across the region

Experience

- Demonstrated ability to lead a programme of research, identifying future priorities and creating opportunities to deliver against objectives
- Strong experience of designing and delivering high-quality research and analysis in a policy-facing environment
- Experience of reporting evidence to a high standard that can be readily understood by non-specialists, highlighting key insights and implications for the organisation

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
- Proven ability to build successful relationships with clients and stakeholders to understand evidence needs and design analysis and reporting accordingly

DESIRABLE

- Knowledge of the West of England regional economy and the institutions that support economic development
- Familiarity with data analysis and reporting using PowerBI and geographic information systems