

JOB DESCRIPTION

JOB TITLE:	Senior Skills Analyst
MANAGED BY:	Senior Research and Analysis Manager
GRADE:	Grade 10

BACKGROUND

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a Senior Skills Analyst to join the Analysis team.

This is an exciting time to join the West of England Mayoral 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 Mayoral 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

Reporting into the Senior Research and Analysis Manager, the Senior Skills Analyst will specialise in data analysis relating to employment and skills. They will lead research and analysis to support the development of a more integrated regional employment, education and skills system in the West of England. You will bring together evidence to ensure that our Employment & Skills plans are aligned with demand and supporting delivery of Metro Mayoral priorities.

The work of the Senior Skills Analyst will help to:

- Guide policy development and decision-making on specific topics related to employment and skills.
- Maintain our understanding of the region's population and labour market to identify where and how the Combined Authority's education and skills activity

needs to be focused/delivered in order to achieve our objectives.

- Support regional planning and joint working including with the Local Authority, the Adult Education Strategy etc, including developing key bespoke intelligence reports.
- Underpin the development, monitoring and dissemination of the Mayoral Combined Authority's targeted interventions and funded projects to ensure provision meets demand, now and in the future.
- Support with the mapping of Outputs, Outcomes and Benefit tracking for performance management and evaluation of Employment and Skills Programmes

Sitting within the Analysis team, you will work closely with the Employment & Skills service to ensure that analysis reflects, and informs, policy and operational priorities.

KEY RESPONSIBILITIES

The Senior Skills Analyst will be responsible for designing, interpreting and delivering high quality analysis of communities, the labour market and skills supply, to guide the strategic direction and project delivery of the Combined Authority's jobs and training priorities. This includes:

- Undertaking analysis and interpretation of employment and skills data to underpin and inform the Combined Authority's approach for skills programmes and initiatives including the Adult Skills Fund (ASF), Skills Bootcamps and others.
- Building an overview of the region's demographic, employment and skills position, identifying where clear regional or national skills challenges exist to inform decisions on future priorities and direction;
- Gathering and reporting intelligence and data on regional skills supply and employer demand, and leading regular reviews of skills provision against demand, identifying the gaps between skills needs and supply. Reporting on skills supply will include apprenticeships, ASF annual report, and green skills delivery;
- Working with Employment & Skills Project Managers and wider colleagues to develop evidence on project design and delivery of benefits.

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. You will ensure analysis is completed to a high standard and fits the needs of users by:

- Working with policy and operational colleagues across the Combined Authority to understand monitoring and analysis requirements;
- Identifying and drawing on a broad range of available expertise and evidence from stakeholders across the region, building strong working relationships with

colleagues from the West of England unitary authorities, central government departments, universities and other local and national bodies as appropriate;

- Designing and communicating skills intelligence so that it can readily be understood by non-specialists, working with internal partners and the communications team on the key messages emerging and how to present these with impact;
- Effectively briefing senior managers in preparation for meetings and events;

Ensuring that confidential information is dealt with appropriately and that all information and data is managed and used in accordance with data protection legislation.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree (with strong analytical component) / equivalent experience
- Excellent technical data and research skills, both quantitative and qualitative, including data quality checking and validation techniques.
- Proficient in the use of standard Microsoft Office products, including Outlook, Word and Excel.

Experience

- Shaping and leading pieces of work. Strong project design and management experience demonstrating ability to prioritise and focus on what is important to ensure delivery of results.
- Understanding the policy process and bringing evidence to bear. Experience of designing and conducting research and analysis to shape and influence strategy and policy development.

Skills and Competencies

- Communication. Ability to fulfil data reporting requirements, and target analysis and products at what is needed, including for non-specialist audiences.
- Stakeholder relations. Ability to build up productive working relationships to collaboratively arrive at solutions and meet team and wider objectives.

DESIRABLE

Qualifications and Knowledge

- Ability to develop and extract data using Power BI, SQL, programming languages and geographic information systems.
- Experience of working within, and/or analysing the skills and education system
- Experience of local and central government working practices

REWARDS AND BENEFITS

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

- 26/31 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 the 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 £15.17 - higher than the government minimum for over 21s, currently £11.44 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 the MCA, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

