

**AMBITIOUS**
**CREATIVE**
**COLLABORATIVE**
**SUPPORTIVE**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Skills Analyst
<b>MANAGED BY:</b>	Principal Economist
<b>GRADE:</b>	Grade 10

## BACKGROUND

### The Employer: The West of England Combined Authority (WECA)

The West of England is an economic leader with an economy worth over £35 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority (WECA) was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

WECA is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

## PURPOSE OF THE JOB

The Senior Skills Analyst leads 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 People & Skills plans are aligned with demand and responsive to changing patterns of employment.

This analysis and interpretation will help drive the Combined Authority's plans:

- Guiding policy development and decision-making on specific topics related to education and skills.
- Maintaining 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.

- Supporting regional planning and joint working including the Skills Advisory Panel, Local Authority joint working, the Adult Education Budget Strategy etc, including developing key intelligence reports.
- Underpinning the development, monitoring and dissemination of WECA's targeted interventions and funded projects to ensure provision meets demand, now and in the future.

Sitting within the Analysis team, you will work closely with the People & 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 Education Budget (AEB);
- 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, AEB annual report, and green skills delivery;
- Working with People & 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 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 a strong analytical component) or equivalent experience
- Excellent analytical skills, both quantitative and qualitative

#### Experience

- Experience of designing and conducting research and analysis to shape and influence strategy and policy development.
- Significant experience of developing reports to a publishable standard so that it can readily be understood by non-specialists, highlighting key insights in 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.
- Knowledge of development of performance and monitoring data tools including a good understanding, and demonstrable use of, key performance indicators.
- Proficient in the use of standard Microsoft Office products, including Outlook, Word and Excel.
- 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 stakeholders to understand evidence needs and design analysis accordingly.

### DESIRABLE

- Training in use of geographic information systems, and ability to develop and extract data using tools such as SQL, Power BI and programming languages
- Experience of local and central government working practices
- Experience of working within the skills and education system

### REWARDS AND BENEFITS

#### WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.