

JOB DESCRIPTION

JOB TITLE:	Senior Analyst
MANAGED BY:	Senior Researcher and Analysis Manager
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

Senior Analysts lead 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 multiple aspects affecting residents quality of life, and the impact of the Combined Authority's projects on these. You will be responsible for delivering evidence and insight to drive the Combined Authority's strategic direction and the design of policy to meet the Metro Mayor's priorities.

You will work with teams across the Authority, using a range of desk research, quantitative data, analysis techniques, visualisation and reporting to inform strategy and policy development, and impact assessment.

The Senior Analyst positions being advertised differ in their areas of focus; The first has a transport strategy and place-making focus. The second will be working across Business Economy & Innovation strategy. Please express in your application what your particular

areas of interest and expertise are and which of the two roles you are most interested in.

KEY RESPONSIBILITIES

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. This includes;

- Working with the Policy team and project delivery colleagues across the Combined Authority to understand analysis requirements
- Designing and carrying out research & data analysis and then visualising and reporting the learning in a way that clearly communicates the learnings.
- Providing deep insight by identifying the implications of the evidence for strategic and project decisions
- Identifying and resolving gaps in information and commissioning new data services where necessary
Designing and producing reports which are strategically relevant, accurate and appropriate for a range of audiences both internal and external.

To do this you will need to;

- 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.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level with a strong analytical and/or economics component, or with equivalent experience
- A good understanding of the principles that underpin regional economic development
- Detailed knowledge of the data sources and metrics used to analyse and illustrate economic development and impact.

Experience

- Very experienced in using desk research, quantitative and qualitative data analysis as a means to derive and successfully communicate Insight in order 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
- Very experienced in working with ONS data sources
- Experience of designing & building meaningful reports and reporting tools in PowerBI or similar (we use PowerBI within the organisation).
- Highly experienced in creating visualisations of geographical data analysis using geographic information systems (GIS)
- Experience of ensuring quality of evidence and data e.g. data quality checking and validation techniques

Skills and Competencies

- Ability to critically read, digest and distil key insights from academic research, government white papers and other high level research reports.
- High level of data analysis and manipulation skills; advanced excel at minimum
- High level of data visualisation skills (graphs, visuals etc... e.g. in Powerpoint)
- Strong written communication skills with the ability to distil insight into clear summaries and recommendations (ie not just crunch data)
- 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
- Experience of using economic principles to estimate project impacts, including as part of the HM Treasury Green Book process
- Experience in creating visualisations of geographical data analysis using geographic information systems (GIS)
- Understanding of the principles of project management.

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 23s, currently £10.42 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.

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.

