

JOB DESCRIPTION

JOB TITLE:	Senior Analyst (Digital)
MANAGED BY:	Senior Research & Analysis Manager
GRADE:	10

BACKGROUND

The West of England Mayoral Combined Authority (MCA) is seeking to appoint a senior analyst to join the Analysis & Evaluation 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 to the senior research and analysis manager, the senior analyst will lead research and analysis to guide and support policy development, decision-making and investment by the Mayoral Combined Authority in the field of digital connectivity and access.

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

Providing support to the regional digital office, you will work with teams across the Authority, using desk and primary research, data analysis, visualisation and reporting to supporting the ongoing pilot and evaluate trial activities.

KEY RESPONSIBILITIES

You will be responsible for designing, interpreting, and delivering high quality research and analysis to guide the development of the West of England's digital strategy and policy priorities. This includes:

- Working closely with policy and delivery colleagues within the Mayoral Combined Authority and our constituent local authorities to build our understanding of the region and the impact of our activities
- Designing and carrying out research and data analysis, and identifying the implications of the evidence for strategic and project decisions
- Identifying and resolving gaps in information and commissioning new research or data where necessary
- Visualising and reporting evidence in reports that are strategically relevant, accurate and appropriate for a range of audiences both internal and external
- Designing and carrying out effective and proportionate monitoring and evaluation to support the digital office trial

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
- Use a range of quantitative and qualitative research methods to provide robust evidence that 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
- 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 and/or digital connectivity and access
- Excellent analytical skills, both quantitative and qualitative, working with a range of data sources using standard tools

Experience

- Experience of designing and conducting research and analysis using a range of desk-based, quantitative and qualitative tools
- Strong written communication experience, evidence to a high standard that can be readily understood by non-specialists and highlighting key insights and implications

- Experience of ensuring quality research, such as data quality checking and validation techniques

Skills and Competencies

- Highly motivated, with demonstrable experience of prioritising and focusing on what matters to ensure delivery of results
- Ability to build relationships with clients and stakeholders to understand evidence needs and design analysis and reporting accordingly
- High level of data analysis and visualisation skills, advanced excel at minimum but stretching to geographical information systems and PowerBI. (For the right candidate we can support training in these tools)

DESIRABLE

- Experience of local and central government working practices
- Experience of designing and conducting project evaluations
- Detailed knowledge of the data sources and metrics relating to the telecoms sector and digital connectivity (fixed, mobile and wireless)