

JOB DESCRIPTION

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

ROLE OVERVIEW

Approx. size of team	Part of the Analysis team of 8.
Key accountabilities:	<ul style="list-style-type: none"> • Deliver high-quality research and data analysis to generate clear insights that inform policy and strategic decisions. • Produce clear, accessible reporting and visualisations that communicate complex evidence to non-specialist audiences. • Work with policy, delivery and external partners to understand evidence needs and ensure robust, timely analysis.
Key relationships:	<ul style="list-style-type: none"> • Policy • Place Directorate (Planning policy, Regeneration and Housing) • Regional partners

THE ROLE

Reporting to the Research & Analysis Manager, the Senior Analyst will lead research and analysis to inform our strategic direction, with a focus on regeneration, housing and strategic planning.

As part of the Analysis team you will help us to understand regional evidence for the West of England's Spatial Development Strategy (SDS), priority growths zones and strategic regeneration plans. 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 Place Directorate, and the wider Authority, using a range of desk research, quantitative data, analysis techniques, visualisation and reporting to inform strategy and policy development, and impact assessment.

KEY RESPONSIBILITIES

The Senior 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. They will also work collaboratively with other members of the Analysis team to ensure we have a coherent, unified evidence base. The role includes:

- Working with the Combined Authority's Policy team and Place Directorate to understand analysis requirements;
- Designing and carrying out research and data analysis, and then visualising and reporting the learning in a way that clearly communicates findings;
- 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;
- Coordinate within and across teams in the organisation to ensure that, as a partnership, we collect the data we need to understand how the region operates spatially.
- 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 quantitative analytical component, or with equivalent experience.
- Understanding of how analysis is used in a political environment.
- Detailed knowledge of spatial planning data sources and metrics.

Experience

- Strong experience in conducting quantitative analysis, including working with national and/or regional data sets (e.g. ONS).
- Demonstrated ability to design and build reports and reporting tools to successfully communicate insight that shapes and influences strategy and policy development.
- Experience of successful collaboration across a range of internal and external teams/stakeholders.

Skills and Competencies

- High level of quantitative data analysis and manipulation skills; advanced MS Excel and R or Python.
- High level of data visualisation skills: Geographical Information Systems (GIS), graphs, visuals etc., e.g. in Quarto and PowerPoint.
- Strong written and verbal communication skills with the ability to distil insight into clear summaries and recommendations.
- Ability to lead and shape work to prioritise what is needed to ensure delivery of results.

DESIRABLE

Qualifications and Knowledge

- A good understanding of the principles that underpin regeneration, housing and/or placemaking.
- Understanding of the principles of project management.

Experience

- Experience of local and central government working practices.
- Experience of designing & building meaningful reports and reporting tools using PowerBI.
- Experience of designing and conducting project evaluations.

Skills and Competencies

- Qualitative data analysis skills.