

**Lead Analyst - Research**

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| **Job Title:** | Lead Analyst | **Date:** | September 2019 |
| **Reporting Line:** | Principal | **Salary:** | Grade 6 / Grade 7 /  Grade 8 |
| **Team:** | Research Team | **Business Area:** | Research and Strategy |

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| JOB PURPOSE |
| To hold senior responsibilities within the GMCA Research team, delivering research projects and analysis for internal and external customers. Working with the wider policy and strategy teams in the GMCA and partner organisations to use evidence to support decision making. To disseminate evidence to a wide range of audiences and partners, including the delivery of training, and to ensure that this research informs Greater Manchester’s strategic objectives.  This role profile spans three grades with progression opportunities between the grades based on skills and experience. Responsibilities for each grade and expected skills and experience are set out below. |

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| **KEY RELATIONSHIPS** |
| **All levels;**   * Work with key strategic partners at local and national levels including: * GMCA policy specialists * National and local government officials * The GM Local Enterprise Partnership * GM’s 10 Local Authorities and public sector colleagues in transport and health * Other voluntary/public/private sector organisations, as relevant |

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| **KEY RESPONSIBILITIES** |

**Lead Analyst Progression Framework**

In addition to demonstrating the GMCA values and behaviours, the matrix below sets out the specific expected responsibilities for each of the 3 grade bands of the Lead Analyst position within the Research Team (Band 6; Band 7; Band 8).

**NB:** This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

|  | **Lead Analyst Level – Researcher** | | |
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|  | **Band 6** | **Band 7** | **Band 8** |
| **Responsibilities** |  | ***Band 6 level plus:*** | ***Band 8 level plus:*** |
| **Project delivery**  Delivery of research projects, including data collection, collation, analysis and interpretation, and report preparation and recommendations | Conducting / completion of quantitative and/or qualitative research and analysis.  Project management of small scale projects (less than 3 months duration) from start to completion. | Project management of all sizes and lengths of project from start to completion. | Management of multiple projects and/or large-scale complex projects with multiple analysts contributing to the project.  Management of projects this could include external researchers and contract management. |
| **Supervisory responsibility**  Responsible for managing members of staff / consultants/ contractors / interns | Motivating and encouraging colleagues / peers to achieve team tasks and objectives. Supporting others through informal rather than formal coaching and mentoring techniques. Supporting contract management (where relevant). | Supervisory responsibility for up to one individual (in line with business requirements). | Supervisory responsibility for one or more individuals and/or matrix management across organisation and GM network (in line with business requirements). |
| **Training**  Responsible for training on research techniques and practices to GM stakeholders and external clients | Provides support to other Lead Analysts and Principals in the team with training courses (including development and facilitation). | Lead on the delivery of training on subject matter expertise. Able to provide training to non-experts. | |
| **Financial responsibility**  Responsible for managing project finances / supporting commissioning activities / bidding for extra funding | Responsible for coordinating / tracking project or team finances and supporting with funding bids activities as appropriate. | | Small and medium value budgetary responsibilities for projects and coordinating/writing of larger bidding/funding or other income generation opportunities. |
| **Physical responsibility**  Responsibility for maintaining information assets / data sources and identifying new data and analytics techniques and assets | Responsible for managing tools and assets within thematic area (e.g. analytical models, or visualisation techniques) and advising others on their use. | | |
| **Presentation**  Presenting research findings and advising stakeholders internally and externally on implications for policy | Communicate research findings to a range of audiences largely internally, but could include external relationships (verbal, written reports and/or presentations). | Communicate research findings to a range of audiences both internal and external (verbal, written reports, and/or presentations). | Communicate research findings to a range of audiences both internal and external (verbal, written reports, and/or presentations).  Provide advice internally and externally (including to the Senior Management Team and Critical Partners) on how research findings translate into policy in relevant thematic area, and potential reforms to service delivery. |
| **Relationship management**  Managing stakeholder relationships to ensure that research produced meets the needs of the end users | Supporting role in managing stakeholder relationships internally and externally. | Key point of contact for a number of internal and /or external stakeholder relationships. | |

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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |

**Lead Analyst Progression Framework**

The matrix below sets out the expected skills and experience for each of the 3 grade bands of the Lead Analyst position within the Research Team (Band 6; Band 7; Band 8). Employees would be expected to evidence the minimum level of experience and all attributes for all criteria when assessed for the role.

|  | **Lead Analyst Level** | | |
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|  | **Band 6** | **Band 7** | **Band 8** |
| **Experience:** | Degree or equivalent qualification/experience and evidenced work experience in a relevant field | Degree or equivalent qualification/experience and considerable evidenced work experience in a relevant field | Degree or equivalent qualification/experience and substantial evidenced work experience in a relevant field |
| **Skills and knowledge:** |  | ***Band 6 level plus:*** | ***Band 7 level plus:*** |
| * Strong analytical capacity and experience of data collection including Cost Benefit Analysis (CBA) | Understanding of data collection methods, accuracy and timeliness of data sources.  Ability to recognise and choose alternative data sources if official sources are unavailable.  Ability to use analytical techniques to test a hypothesis  Ability to turn data into intelligence  Completed relevant analytical training e.g. statistics | Analytical outputs use a wide range of research techniques and able to apply the most appropriate technique to the time and scope of the project.  Completed relevant analytical training e.g. statistics at an intermediate/advanced level | Understanding of data sources and ability to use sources from a range of subject areas and complement data with unofficial sources.  Ability to support other analysts to use a range of research techniques which are applied to a range of projects.  Ability to explain the reasons for the use of research techniques / data quality issues as well as further potential research  Identification and application of new analytical techniques and programmes. |
| * Strong interpersonal / communication skills with an attention to detail | Ability to lead on work with multiple internal stakeholders.  Good communication skills, able to explain context of projects and work within the wider policy and research context.  Good attention to detail when producing research outputs | Ability to lead on work with multiple stakeholders both internal and external to the GMCA.  Understand appropriate communication technique with different stakeholders.  Able to identify improvements in work and potential implications of the research findings on multiple policy areas. | Strong interpersonal skills, ability to work with a range of stakeholders and develop networks.  Ensures that relationships are maintained. Understands different stakeholders (at different levels) views and drivers.  Understands the impact that work may have on stakeholders, and ensures that when work is communicated different stakeholder views and impacts are understood.  Able to influence colleagues and shape the development of others.  Completed leadership and management training |
| * Ability to deliver training to a variety of audiences | Provides support on training | Lead on training on subject matter expertise. Able to provide training to non-experts. | Ability to train a range of audiences, including developing training materials tailored to different audiences. |
| * Excellent ICT skills including spreadsheets, databases, PowerPoint, mapping | Good knowledge of all standard ICT packages including Excel, Word and PowerPoint  Completed training in relevant research tools / ICT packages at an intermediate level | Ability to use advanced ICT packages where appropriate.  Ability to identify appropriate ICT packages for analysis and sharing of research findings.  Completed training in relevant tools / ICT packages at an advanced level | Advanced ICT skills in specific specialist software packages for data analysis e.g. mapping software, Tableau, R, SQL, SPSS, NVIVO.  Ability to support other analysts in improving ICT skills. |
| * Project management and facilitation skills | Project management of small projects from start to completion including having completed appropriate development/training.  Strong prioritisation skills and ability to effectively manage expectations. | Project management of all sizes of project from start to completion including having completed appropriate development/training.  Understanding of key partners in the delivery of the project and how the project fits within wider research and policy areas.  Ability to prioritise across a wide ranging and diverse workload | Management of multiple projects with multiple parties contributing to the project. Management of external projects and contract management including having completed appropriate development/training  Facilitating and leading project management meetings. |
| * Experience of quantitative and qualitative research and analysis including evaluation | Experience of different methods of Quantitative and/or Qualitative research and analysis  Completed relevant training e.g. evaluation techniques at an introductory level | Advanced knowledge of Quantitative and/or Qualitative research and analysis techniques and their limitations  Ability to take own initiative and apply these to answer research questions – delivering elements of large projects and / or whole research projects  Completed relevant training e.g. evaluation techniques at an intermediate and upwards level (dependent on business requirements as to level required) | Ability to support other analysts in use of these techniques  Experience in presenting and explaining these techniques and data sources to a range of audiences including their limitations |
| * Understanding of local and national policy issues | Interest in and developing understanding of local and national policy  Completed relevant policy awareness training | Broad understanding of local and national government policy landscape and relationship to own research.  Demonstrated ongoing professional development and updating of relevant professional expertise through attendance at appropriate conferences/events | Expert knowledge of a policy area within GM and UK context and how it interrelates to other wider policy context.  Ability to apply this knowledge to research projects and check and challenge findings in the context of the policy climate  Detailed understanding of complex interrelationships between policy areas. |
| * Dissemination of outputs and presentation of findings | Ability to produce high quality communication using a range of techniques internally within GMCA  Ability to tailor communication to suit audience  Ability to present research findings visually.  Ability to produce clear written outputs for internal consumption.  Completed appropriate presentation and report writing skills training at an introductory level | Ability to produce high quality communication using a range of techniques across GMCA and GM partners  Understanding of sophisticated data analytics and visualisation techniques  Ability to produce high quality written outputs for external audiences, without excessive input from senior colleagues.  Completed appropriate presentation and report writing skills training at an Intermediate level | Representing GM / GMCA research with external audiences  Advanced use of visualisation and data analytics to present data for audiences.  Completed appropriate presentation and report writing skills training at an Advanced level |

**GMCA Values and Behaviours**

**To follow and demonstrate the organisations values and behaviours at all times:**

**1) We are committed to public service**

We exist for the good of the people of Greater Manchester. We are committed to creating and delivering Public Value. We are committed to

working with integrity.

**2) We take an “inside/out” approach**

The dedication, care and commitment we show to the outside world, we also demonstrate internally. We are committed to look after each

other, our property and those we work alongside.

**3) We are evolving**

We are forming and growing as an organisation. As we progress, we seek to innovate, to listen, to be curious and develop our reach and

capability. We are committed to asking: How can we do it better? And we are kind to each other and ourselves as we make mistakes, and learn

together.

**4) We hold ourselves to a high standard**

We undertake multiple tasks and roles. At the heart of everything we undertake, we commit to do it with care, consideration and excellence.

**5) We are welcoming**

We come from a multitude of backgrounds, specialisms and heritage. We are diverse and proud, inclusive of people and of ideas. We are

committed to use our differences to become something greater.

**Corporate Duties**

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

**Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality -** All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety -** All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies -** All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities -** GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background