

Greater Manchester Combined Authority Role Profile

Job Title:	Research Analyst – Public Service Reform	Date:	April 2019
Reporting Line:	Principal Researcher	Job Level:	Grade 5 £ 22,911 - £26,317
Department:	Research	Business Area:	Research and Strategy

JOB PURPOSE

To provide a high-quality research and information service to both internal and external partners. To provide technical and strategic support to inform the Greater Manchester Combined Authority's research, analysis, strategy development, planning and decision-making. To engage where relevant with partners from across the public sector in order to ensure appropriate dissemination of evidence, to ensure that research informs Greater Manchester's strategic and operational approach to growth and reform.

KEY RESPONSIBILITIES

- Writing, drafting and inputting evidence during the process of policy and strategy development, in the form, for example, of presentations, research reports, briefings, papers and bid documentation for internal and external partners.
- Provide technical and analytical input on research projects, for example via preparation of reports/recommendations, qualitative/quantitative analysis and interpretation, data collection, macro/micro policy analysis and forecasting, international benchmarking and data collation.
- Delivering your own research projects, working either independently or as part of a team.
- To support the development of the research team through impactful business support functions (e.g. developing and maintaining research and business support tools used across the whole team).
- To contribute to policy analysis through GMCA's portfolio of research products.

DIMENSIONS

- Staff / Budget: No formal line management or budget responsibilities, however may include informal liaison with sub-contractors.
- Work with key strategic partners at local and national levels including:
 - The Mayor of Greater Manchester
 - GMCA Senior Management Team and policy leads
 - The GM Local Enterprise Partnership, Combined Authority and AGMA
 - GM Health and Social Care Partnership (and member agencies)
 - Greater Manchester Police
 - Greater Manchester Fire & Rescue Service
 - GM's ten Local Authorities
 - MIDAS, Manchester Solutions, Marketing Manchester, the Manchester Growth Company and other GM bodies

- Relevant government departments and national agencies.
- Other voluntary/public/private sector organisations, as relevant.

KNOWLEDGE, SKILLS AND EXPERIENCE

Skills:

- Understanding of socioeconomic data from official and unofficial sources
- Understanding of government economic policy and delivery
- Understanding of quantitative and qualitative research and analytical techniques
- Strong analytical capacity with a high-level of written, numerical and presentation skills
- Ability to undertake and advise on cost–benefit analysis
- Ability to deliver training to a variety of audiences
- Strong interpersonal / communication skills with an attention to detail
- Excellent ICT skills including Microsoft Office Suite.
- Project management and facilitation skills

Experience:

- Degree/postgraduate qualification in a relevant subject OR minimum of two years' experience in a similar role.
- Experience of data collection and analysis.
- Experience in using, mapping and analysing geospatial information.
- Experienced in the use of IT for data analysis and presentation (e.g. Excel, SPSS)
- Experience of conducting research projects from design to completion
- Ability to communicate effectively the results of research to a variety of audiences using a variety of dissemination techniques.

Knowledge:

- Understanding of public service reform issues and policy (at the level of local and national government).
- Understanding of research methodologies, statistics and the collection, analysis and use of data.
- Understanding of sophisticated data analytics and visualisation techniques

CONTEXT

Greater Manchester reform principles include:

1. A **new relationship** between public services and citizens, communities and businesses that enables shared decision making, democratic accountability and voice, genuine co-production and joint delivery of services. Do with, not to.
2. An **asset based approach** that recognises and builds on the strengths of individuals, families and our communities rather than focussing on the deficits.
3. **Behaviour change** in our communities that builds independence and supports residents to be in control
4. A **place-based approach that redefines services** and places individuals, families, communities at the heart
5. A stronger prioritisation of **wellbeing, prevention and early intervention**
6. An **evidence led** understanding of risk/impact to ensure the right intervention at the right time
7. An approach that supports the development of **new investment and resourcing models**, enabling collaboration with a wide range of organisations.