**Greater Manchester Combined Authority**

**Role Profile**

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| **Job Title:** | Analyst/Lead Analyst – Skills and Employment | **Date:** | January 2019 |
| **Reporting Line:** | Principal, Employment and Skills Research | **Job Level:** | In the range £22,401 - £29,909 |
| **Team:** | Research | **Business Area:** | Research and Policy |

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| JOB PURPOSE |
| To hold senior responsibilities within the GMCA Research team, managing research projects and delivering analysis for internal and external customers. Working with the wider research team to deliver GMCA’s socioeconomic research work programme. 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. |

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| **KEY RESPONSIBILITIES**  |
| * To lead delivery of research projects, including data collection, collation, analysis and interpretation, and report preparation and recommendations
* To present research, analysis and interpretation to key clients and stakeholders, both internally and externally
* To manage relevant aspects of projects and research, from conception and development to finalisation, including stakeholder and client management and publicity
* To deliver training on economic issues and techniques to Greater Manchester stakeholders and other external clients
* To provide information to internal and external customers and to manage relationships with them at the right level, supplying up to date, relevant and accurate data that meets their needs. Includes secondary research using the Internet, online statistical services and partner research drawing from official and unofficial datasets
* Responsibility for ensuring relevant parts of websites contain useful, up-to-date, relevant and accurate information and that it functions as a showcase for GMCA’s work
* To contribute to policy analysis through GMCA’s portfolio of research products To be a key member of the team delivering cost–benefit analysis for Greater Manchester stakeholders
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| **DIMENSIONS** |
| * Staff / Budget:Informal line management of junior staff. Management of sub-contractors, including negotiating fees
* Acting as a key source of knowledge and insight about skills and employment for the wider organisation
* Work with key strategic partners at local, national and EU levels including:
* GMCA policy specialists in skills and employment
* 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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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Skills*** In-depth understanding of socioeconomic data from official and unofficial sources
* Understanding of government social and 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 spreadsheets, databases, PowerPoint, mapping
* Project management and facilitation skills

Experience* Degree/postgraduate qualification in a relevant subject
* Minimum of two years’ experience in a similar role
* Experience of data collection and analysis / working with official and unofficial socioeconomic datasets
* Experience of carrying out quantitative and qualitative surveys, focus groups and face-to-face interviews/consultations
* Experienced in the use of IT for data analysis and presentation (e.g. Excel, SPSS, GIS; some knowledge of SQL and R is also helpful)
* 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*** Knowledge of skills and labour market policy is desirable as well as an understanding of active debates in the field
* Understanding of local economic growth, public service reform issues and policy
* Understanding of research methodologies (both quantitative and qualitative), statistics and the collection and, analysis of data
* Understanding of sophisticated data analytics and visualisation techniques
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