**Greater Manchester Combined Authority**

**Role Profile**

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| **Job Title:** | Lead Analyst – Ambition for Ageing | **Date:** | August 2017 |
| **Reporting Line:** | Principal Analyst - Evaluation | **Job Level:** | In the range £24,845 - £31,056  |
| **Team:** | Research | **Business Area:** | Research and Policy |

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| JOB PURPOSE |
| To hold senior responsibilities within the GMCA Research team, managing research and information services and projects for both 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 and operational approach to growth and reform. |

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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 be a key member of the team delivering cost–benefit analysis for Greater Manchester stakeholders
* 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
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| **DIMENSIONS** |
| * Staff / Budget:Informal line management of junior staff at GMCVO. Management of sub-contractors, including negotiating fees
* Work with key strategic partners at local, national and EU levels including:
* GMCVO Ambition for Ageing staff (and their Delivery Partners)
* GMCA Policy Leads and Senior Management Team
* The GM Local Enterprise Partnership
* GM’s 10 Local Authorities
* Relevant government departments and national agencies including the Lottery
* 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, including with young people
* Experienced in the use of IT for data analysis and presentation (e.g. Excel, SPSS, GIS)
* 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 research and policy relating to the development of age friendly places and empowering people to live fulfilling lives as they age
* Understanding of local economic growth, public service reform issues and policy
* Understanding of research methodologies, statistics and the collection and, analysis of data
* Understanding of sophisticated data analytics and visualisation techniques
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| **CONTEXT** |
| Ambition for Ageing is a £10.2m Big Lottery-funded programme which aims to maximize the contribution of older people to civic, cultural and economic life across Greater Manchester. From 2015-2020, in wards across the city region, different approaches to tackling the barriers to engagement that older people face are being trialed. Learning from these different approaches is being shared across the network and opportunities for delivering interventions at scale have been identified and will begin to be rolled out later in 2017.Evaluation and monitoring of Ambition for Ageing is led by a central team at GMCVO, with partners from the GMCA, University of Manchester, MACC and the LGBT Foundation. The GMCA Lead Analyst will be responsible for: * ensuring that Ambition for Ageing monitoring data is being submitted in an consistent, accurate and timely manner via the central database developed for the purpose
* conducting analysis of this monitoring data
* presenting findings from this work to the central team and to external partners, thereby helping to shape wider Ambition for Ageing research into how older people can shape service delivery and the issue of equality within older person’s provision
* designing monitoring and evaluation plans for Ambition for Ageing scaled projects
* keeping abreast of other research being conducted in this field and ensuring that findings from other research informs Ambition for Ageing delivery plans
* supporting all Ambition for Ageing partners, including through the delivery of training, so that they can fully contribute to monitoring and evaluation activities
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