### Job Description

**Job title: Research and Statistical Analyst - Housing**

**Grade: 7 Post number:**

#### Directorate: Housing & Land

**Unit: Programme, Policy & Services**

#### Job purpose

To carry out research and quantitative data analysis to inform the development of the Mayor’s housing policies, in particular his London Housing Strategy and ‘Housing in London’ report. To provide high-quality written and graphical summaries of key housing data for publication, for briefings to the Mayor and senior officers, and in answer to questions from the London Assembly and the wider public. To flexibly contribute to the work of the housing policy team and wider Housing and Land department as required.

#### Principal accountabilities

1. Participate in and regularly lead research and data analysis projects, ensuring that they are delivered in line with time, budget and quality requirements, and contribute to the internal and external dissemination of results via reports, presentations, websites, meetings and seminars.
2. Explore new research and data analysis methods, identify new data sources relevant to the Mayor’s housing policies, and develop specialist skills in the analysis of existing data sources.
3. Keep abreast of developments and innovations relevant to the GLA’s policies, strategies and data requirements, via liaison with a range of professional and other bodies dealing with housing and related topics. Proactively develop external links and comparative analysis, initiate new contacts, and represent the GLA at external meetings.
4. Develop work programmes and respond to user requirements both at the corporate level and via specialist sub-groups with appropriate staff from the GLA, London boroughs and major stakeholders.
5. Gain and maintain a good understanding of the wider policy context in which projects are delivered, and contribute to the wider work of the Housing & Land directorate as required.
6. Prepare responses on behalf of the Housing & Land directorate and the GLA as a whole to issues raised by the London Assembly, other official bodies and the wider public.
7. Manage resources allocated in accordance with the Authority’s policies and Code of Ethics and Standards.
8. Realise the benefits of London’s diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London’s communities
9. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.

#### Key contacts

**Accountable to:** Housing Research and Analysis Manager

**Accountable for:** Resources allocated to the job.

**Key Contacts:** London Boroughs, City Hall colleagues, sources of official and private sector statistics.

###### Person specification

**Technical requirements/experience/qualifications**

1. A high level of numeracy, evidenced by a good degree in a subject with a high statistical content, or equivalent experience.
2. Skills in the analysis and interpretation of large or complex data sets, including economic data and household surveys.
3. Familiarity with sources of official statistics and survey data relevant to housing in London.
4. Knowledge of key trends relevant to the Mayor’s housing policies, and evidence of commitment to keep abreast of new developments.
5. Evidence of success in preparing analytical papers with both methodological and narrative commentary for a wide range of audiences.
6. Evidence of use of at least one of the following at an advanced level

* Statistical software such as SPSS, SAS or STATA
* Mapping software such as QGIS, ArcGIS or MapInfo
* A high-level programming language such as R or Python

1. An understanding of the GLA’s commitment to equality of opportunity and valuing diversity, and the ability to translate this into action.

**Behavioural competencies**

# Research and analysis

…is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

Level 2 indicators of effective performance

* Proactively seeks new information sources to progress research agendas and address gaps in knowledge
* Grasps limitations of or assumptions behind data sources, disregarding those that lack quality
* Analyses and integrates qualitative and quantitative data to find new insights
* Translates research outcomes into concise, meaningful reports
* Identifies relevant and practical research questions for the future

## Planning and Organising

… is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 2 indicators of effective performance

* Prioritises work in line with key team or project deliverables
* Makes contingency plans to account for changing work priorities, deadlines and milestones
* Identifies and consults with sponsors or stakeholders in planning work
* Pays close attention to detail, ensuring team’s work is delivered to a high standard
* Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

# Communicating and Influencing

… is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Level 2 Indicators of Effective Performance

* Presents a credible and positive image both internally and externally
* Challenges the views of others in an open and constructive way
* Communicates openly and inclusively with internal and external stakeholders
* Clearly articulates the key points of an argument, both in verbal and written communication
* Persuades others, using evidence based knowledge, modifying approach to deliver message effectively

# Building and Managing Relationships

… is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 2 indicators of effective performance

* Develops new professional relationships
* Understands the needs of others, the constraints they face and the levers to their engagement
* Understands differences, anticipates areas of conflict and takes action
* Fosters an environment where others feel respected
* Identifies opportunities for joint working to minimise duplication and deliver shared goals

**Strategic Thinking**

…is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 2 indicators of effective performance

* Works with a view to the future, prioritising own and others’ work in line with GLA objectives
* Briefs and prepares team to accomplish goals and objectives
* Communicates the GLA’s strategic priorities in a compelling and convincing manner, encouraging buy-in
* Balances own team’s needs with wider organisational needs
* Identifies synergies between team priorities and other relevant agendas

**Responding to Pressure and Change**

… is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 2 indicators of effective performance

* Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure
* Anticipates and adapts flexibly to changing requirements
* Uses challenges as an opportunity to learn and improve
* Participates fully and encourages others to engage in change initiatives
* Manages team’s well-being, supporting them to cope with pressure and change