### Job Description

**Job title: Senior Research and Statistical Analyst – Social Policy**

**Grade: 7**

**Directorate: Communities and Intelligence**

**Unit: Intelligence Unit**

#### Job purpose

1. To use expertise in social policy analysis and data to undertake a variety of analysis, research and data-related projects to improve the measurement of social integration and social mobility.
2. To help provide high quality information and advice to inform the development of policy and service delivery by the GLA and to establish the Intelligence Unit as an authoritative and well-regarded source of reliable information and data on these issues
3. To help those implementing the Mayor’s vision and objectives identify their needs for data and other information on a wider range of linked social policy issues including equalities, economic fairness, poverty and civic society, and to support work to ensure these are met.
4. To assist in the dissemination of data and information to a range of audiences, including the preparation of publications.

#### Principal accountabilities

1. Conduct reviews and mapping exercises of existing evidence covering different approaches and relevant conceptual frameworks, including international evidence, and identify key issues and trends of relevance to policy development and service delivery.
2. Assist the Principal Social Policy Analyst and internal stakeholders in the GLA Group to capture user requirements for socio-economic data, intelligence, information and analysis and identify ways of meeting these.
3. Conduct data analysis and research projects to provide high quality intelligence and insight to support policy making and strategy development. Use sound and innovative analytical techniques, drawing on statistical good practice. Evaluate the impact of policies and programmes undertaken in these areas
4. Author, publish and disseminate data and analysis through briefings, presentations, written reports, and innovative data tools. Prepare technical papers and document analysis for future updates.
5. Produce a series of monitoring and evaluation reports by assisting in the development of key indicators and developing relevant outputs e.g. data dashboards, linking these with relevant wider research
6. Where required by the Principal Social Policy Analyst, provide analytical expertise on London’s social policy issues at external events and meetings with a variety of stakeholders in central and local government, civic society bodies, academia and beyond.
7. Take a leading role in the commissioning and/or delivery of joint research and data projects agreed with external research funders
8. Manage staff and resources in allocated to the job in accordance with the Authority’s policies and Code of Ethics and Standards
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:** Principal Social Policy Analyst

**accountable for:** The postholder will be responsible for managing research budgets for individual projects (likely to vary from £20,000-£100,000)

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**Person specification**

**Technical requirements/experience/qualifications**

1. A high level of numeracy, evidenced by a degree with appropriate statistical/analytical content or equivalent professional experience. Demonstrable knowledge and experience of relevant academic research and theory in these areas would be an advantage
2. Post-academic experience managing projects in statistics / analysis / research in a relevant and comparable environment, including skills in the analysis and interpretation of large complex datasets
3. The ability to convey complex technical information to a range of audiences via published reports, data tools, technical and instructional materials, and oral presentations.
4. Evidence of use of the following software at appropriate levels:
* Spreadsheets - regular use at an advanced level including the use of a wide range of formulas and an understanding of macros
* and regular use at a routine level of at least two other specialist data packages or their equivalent such as SPSS/R, Tableau, a mapping package, FME or other data transformation

#### 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

#### Stakeholder Focus

#### … is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others’ expectations.

#### Level 2 indicators of effective performance

#### Seeks to understand requirements, gathering extra information when needs are not clear

#### Presents the GLA positively by interacting effectively with stakeholders

#### Delivers a timely and accurate service

#### Understands the differing needs of stakeholders and adapts own service accordingly

#### Seeks and uses feedback from a variety of sources to improve the GLA’s service to Londoners

#### 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

#### 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

#### Challenges the views of others in an open and constructive way

#### Presents a credible and positive image both internally and externally

#### 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

#### Problem Solving

#### … is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

#### Level 2 indicators of effective performance

#### Processes and distils a variety of information to understand a problem fully

#### Proposes options for solutions to presented problems

#### Builds on the ideas of others to encourage creative problem solving

#### Thinks laterally about own work, considering different ways to approach problems

#### Seeks the opinions and experiences of others to understand different approaches to problem

#### Working Patterns

No unusual work patterns anticipated

**Reasonable adjustment**

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.