

JOB DESCRIPTION

Job Title	Economic and Research Analyst
Reporting to:	Research and Evaluation Manager
Location	Central London Offices and Hybrid working to be supported Expectation that your minimum office attendance will be 6 days per month. This is open to amendment in the future
Hours	37.5 hours / 5 days a week Flexible working arrangements are supported
Salary Band/Grade	Band 2
Duration	Permanent

Job Purpose

The UK is facing substantial challenges relating to the work, transitions and retirement of older people. Long-term demographic and economic shifts mean big changes and challenges are on the horizon, including unprecedented levels of economic inactivity amongst those aged 50+ and further changes to the state pension age. We know that retirement and transitions in and out of work in later life have fundamentally changed over previous decades and that work can provide financial, social and health benefits. However, employment support services do not work well for those aged 50+ and many employers are lagging behind in terms of age inclusivity. We want to change that. The Economics and Research Analyst will play a key role in ensuring our policy influencing work is supported by strong analysis and evidence. They will work in the Work, Transitions and Retirement Action Area team: whose mission is to ensure equitable access to work to ensure a good transition to later life. They will have a pivotal role in ensuring Centre for Ageing Better has an up-to-date understanding of the labour market and older workers' place within it. They will also be key in ensuring that older workers are at the top of the national policy agenda.

They will join a friendly and supportive team who are achieving impact at the highest levels of Government, and across the country. They will work to understand what changes we need, and also to influencing those in power to make those changes. And they will have the opportunity to develop into an expert on one of the key policy challenges of our times.

The Economics and Research Analyst will:

- Lead on ensuring our policy positions are well evidenced
- Lead on keeping our knowledge of the labour market up to date
- Produce timely research to help the Work team develop policy and practice influencing positions
- Support on wider communications where appropriate, including presenting our work, writing blogs and developing employer-facing content for our age-friendly employer pledge.

Specific duties and responsibilities

Shared Responsibilities

- Comply with CfAB's policies and procedures at all times
- Promote and support open and effective collaboration across CfAB, participating in team meetings, planning sessions and cross organisational initiatives as needed to meet shared organisational goals
- Carry out all duties in a professional manner and in line with our values
- Adhere to relevant data protection laws and regulations, including UK GDPR and the Data Protection Act 2018 ensuring the secure and ethical handling of personal data
- Promote and maintain a safe and healthy working environment in line with CfAB's Health and Safety policies and statutory obligations, taking responsibility for your own health and well being
- Support fundraising and income generation activities as required, whether by contributing to the development of funding bids or by supporting, monitoring, reporting and impact evaluation processes
- Actively contribute to the charity's influence and advocacy work promoting the voice and best interests and rights of older people
- Undertake any other roles or responsibilities that may be reasonably required within the scope of the Band and scale of the role

Ensure policy positions for Work, Transitions and Retirement team are well evidenced– with appropriate supporting evidence easily accessible

- Supporting the External Affairs Manager (WTR) in developing and updating the 'policy positions' document, including outlining key facts and stats to support our positions
- Supporting with responses to relevant consultations and other policy and public affairs opportunities
- Working with colleagues to update and develop new positions related to work, transitions and retirement where needed

Ensure Ageing Better has a clear, up-to-date understanding of the place of older workers in the labour market – and the problem we are trying to solve

- Regularly review published research and insights which help to understand the barriers older workers face in accessing work, a good retirement and positive transitions from and into work
- Monthly analysis of labour market statistics
- Work with other action areas to design and implement appropriate analysis methods.
- Keep up to date with relevant changes in the economy, providing insights to the WTR team on implications to older workers

Produce research to help the Work, Transitions and Retirement team develop policy and influencing positions, and understand effective practice

- Undertake literature and evidence reviews
- Analyse publicly available data
- Use the findings to come to clear conclusions, and develop new policy positions – testing ideas with external stakeholders where appropriate
- Provide research support across the Work, Transitions and Retirement team, including developing knowledge across employment and employment support interventions, different sectors and geographies

Support with the development of new research projects, including potential funding opportunities

- Support with the design of research projects, alongside the Research and Evaluation Manager, including identifying appropriate quantitative methods and data sources

- Support designing and drafting funding applications and writing prospective analysis project briefs
- Support with the delivery of evaluations, including quality assurance of quantitative evaluation data and methods.

Support with the communication of our policy positions

- Form relationships with policy-makers and thought leaders inside and outside Government, to turn our ideas into action
- Present your work on public platforms
- Support the Communications and External Affairs teams to craft impactful, meaningful media lines
- Helping to write employer-facing content for the Age-friendly Employer Pledge

Person specification

Criteria	Essential	Desirable	How identified & assessed
Skills			
Clear, concise and compelling writing for busy audiences – including policy focused messaging	✓		Application/ Interview
Understanding of the UK public policy process	✓		Application/ Interview
Understanding of Stata or R and ability to use one or both to deliver original analysis	✓		Application/ Interview
Ability to absorb complex research and policy information quickly and synthesize it into clear and concise summaries	✓		Application/ Interview
Experience			
Experience of juggling multiple priorities simultaneously, and working to tight deadlines	✓		Application/ Interview
Experience of conducting desk-based research including literature reviews	✓		Application/ Interview
Experience conducting descriptive analyses of data	✓		Application/ Interview
Experience of analysing labour market data	✓		Application/ Interview
Experience of working in or with a busy policy and research team	✓		Application/ Interview
Knowledge of the key policy issues related to an ageing population and/or labour market issues		✓	Application/ Interview

Personal qualities			
Strong interpersonal skills, an effective team player and the ability to work collaboratively with peers	✓		Interview
Highly organised and takes a planned approach to work	✓		Interview
A demonstrable commitment to Equality, Diversity and Inclusion (ED&I), and a willingness to learn about and engage in these issues on an ongoing basis	✓		Application / Interview