

Job description

Job title	Lead Analyst	Department	JRF
Reports to (job title)	Chief Analyst	Section	Insight and Analysis
Name of Line Manager	Peter Matejic	Location	York or London but willing to discuss flexible working from other locations
Date	July 2024	Grade	J

1. Purpose of job

- To shed light on the nature, extent and causes of poverty, through creative, original and policy-relevant analysis, in the service of designing powerful arguments and propositions to overcome it.
- To shape, lead and manage major elements of JRF's programmes of analytical and policy work, including developing ideas for new analysis, using a range of data sources, to support JRF's mission.
- To contribute to the priorities and direction of the JRF's Insight & Policy work, while supporting the growth and development of other members of the team and offering a professional analytical perspective across the wider organisation.

2. Organisation structure

This role reports to the Chief Analyst within the Insight and Analysis team. It will work closely with colleagues across JRF, in particular in the Policy & Ideas team and the Communications & Public Engagement teams.

3. Main accountabilities

- Generate ideas for new analysis, using a range of data sources, to support JRF's mission, working closely with the Chief Analyst, Chief Economist and Principal Policy Advisers.
- Lead the delivery of significant projects, rooted in analysis but closely connected to policy.
- Lead in ensuring methodological rigour and high standards across JRF's work.
- Develop staff carrying out analysis projects and microsimulation modelling, playing a leadership role in continuing to develop the skills and infrastructure to underpin fast, insightful, accurate analysis.

- Ensure the production of high-quality analysis to be published externally and used by you and other senior staff when speaking publicly (as well as shaping JRF's policy proposals and campaign asks).
- Work collaboratively and creatively with communications colleagues to convey analysis accurately as well as achieving impact.
- Support colleagues in other parts of JRF to develop knowledge and expertise in the use and production of statistical products.
- Commission and manage externally funded insight and analysis projects, ensuring they address important research questions, generate high quality content and connect to policy and campaign objectives.
- Represent the organisation to external stakeholders and liaise and negotiate with colleagues in JRF.
- Take on other responsibilities as reasonably required.

This post may require travel to other parts of the UK and may require occasional out of hours working.

4. Person specification

We are seeking applications from people with a passion for high quality, creative and impactful analysis (and an ability to use insight and analysis to help understand and respond to pressing public policy challenges).

You need an ability to design, shape, lead and deliver high quality analysis, as well as providing leadership and professional development to the analytical team. You will have a thirst for exploring the possibilities of new data sources and different analytical techniques as well as a strong commitment to social policy and solving UK poverty.

Qualifications

- We would expect the successful candidate to have demonstrable expertise to deliver a range of high quality analysis. This expertise could have been developed through experience in their career or academic qualifications, or a combination of these.

Experience

- Demonstrable experience of leading on high-quality analysis in a professional environment, managing a project team to deliver outputs, as well as being able to work independently.
- Professional experience of writing insight-based products using statistical analysis and drawing policy relevant conclusions.
- Experience of using data analysis software (e.g. Stata, SAS) or other programming languages (e.g. Python).
- Experience of using national survey datasets (e.g. Family Resources Survey, Labour Force Survey, Understanding Society).
- Experience of presenting analytical work to non-specialists and having impact.

Skills and Knowledge

- **Team focussed leadership:** Collaborative and generous leadership style, with strong interpersonal skills and a solution focussed approach, committed to the development of others.
- **Collaborative:** A team player who can work with colleagues across departments and with external stakeholders, as required, continually developing team members.
- **Flexible:** Demonstrable ability to manage competing demands across a team and personally, and prioritise and delegate according to organisational priorities.
- **A high level of numeracy, verbal and written communications skills.**
- Proven **ability to communicate** statistical analysis to non-specialist audiences.
- **Knowledge of area:** Interest in and understanding of social policy, UK poverty and the political environment in which social and economic policy decisions are taken.
- **Demonstrable commitment to diversity and inclusion and its relevance to this role,** including accessible communications in staff engagement and service delivery.

5. Values

The postholder will be expected to demonstrate the organisation's values and behaviours outlined in detail in JRF/ JRHT's 'Values and behaviours' booklet.

We are built on trust

We demonstrate this by:

Acting with integrity – doing the right thing in the right way, delivering on promises and being open to challenge.

Always improving – making positive suggestions to improve our services and our work, embracing change and encouraging others to do the same, and learning from mistakes, sharing that learning and making changes.

Communicating well – giving others relevant information in a confident and knowledgeable way, updating people when required and listening carefully.

We show we care

We demonstrate this by:

Being supportive – looking after the health and wellbeing of yourself and others, showing people you care through your actions and being supportive and offering advice, or connecting people to places where they can access it.

Being Inclusive – treating everyone fairly so everyone feels welcome and valued, and challenging discrimination and unfairness when I see it - in others and myself.

Showing respect – treating others with kindness and respect, seeking feedback and receiving it openly, and apologising when you make a mistake.

We make a difference

We demonstrate this by:

Working together – being reliable and completing my own work, providing positive and constructive feedback, and working well with others, both within your team and in other teams.

Outcomes focused – by focusing my time and energy on an agreed outcome, playing my part in measuring progress, and when considering issues and problems, coming up with solutions.

Resourceful – by making the most of the resources available, respecting people's time and anticipating problems and thinking creatively to solve problems.