



Job Description

Job Title:	Senior Analyst – Public Service Innovation
Directorate/Team:	Strategy Unit / Strategy, Economy and Net Zero
Location:	16 Summer Lane or other site/location
Responsible to:	Head of Research, Intelligence and Inclusive Growth
Responsible for:	0 to 2
Key working relationships: (internal)	Strategy Unit Core Team including Research, Intelligence, Evaluation function and Social Impact function Employment, Skills, Health & Communities (Adult Skills / Employment Support; Systems Change and Inclusion; Race Equalities Taskforce; Equality, Diversity and Inclusion) Housing, Property and Regeneration (Homelessness & Housing; WMCA Homelessness Taskforce) WMCA Research and Intelligence Community of Practice WMCA Engagement Network Procurement; Finance; Legal; Communications
Key working relationships: (external)	Local Government Association Office for National Statistics Mayoral Strategic Authority Senior Researcher Forum Mayoral Data Council Research, Intelligence, Insight, Digital and Data in our constituent local authorities and anchor organisations and networks Other Mayoral Strategic Authorities Ministry of Housing, Communities and Local Government (MHCLG)

Purpose of the Post

To provide strategic insight, evidence leadership and system-wide analytical coordination across key Inclusive Communities themes—including homelessness, equalities, community voice, and inclusive growth—to influence policy, investment, and delivery across the region.

Key workstreams include:

- West Midlands State of the Region (annual)
- Homelessness & rough sleeping insight, including multi-CA data collaboration
- West Midlands Household Survey (design, commissioning, governance, analysis)
- Public Sector Equality Duty & Health & Equality Impact Assessment support
- Evidence synthesis for Systems Change and Inclusion and the Office for Public Service Innovation
- Ad-hoc strategic analysis to support WMCA leadership

Accountabilities

- Lead the design, delivery and governance of major analytical programmes such as the State of the Region, West Midlands Household Survey, or homelessness intelligence programmes, integrating resident, lived experience and community voice insights and ensuring delivery across multiple internal and external partners.
- Develop and coordinate research and intelligence networks across local authorities, central government departments, universities and VCSE partners, promoting data sharing, common standards, and collaborative analytical approaches.
- Prepare complex analytical products for publication through governance and communications channels, ensuring accuracy, political awareness, and accessibility for senior decision makers.

- Lead or contribute to analytical collaboration across Mayoral Combined Authorities, sharing methods, shaping common metrics, and supporting joint research programmes.
- Support the development of junior analysts and students through supervision, coaching, and mentoring as required.

Responsibilities

Strategic

- Present, communicate and disseminate data appropriately and with influence and persuasion to a range of WMCA and external stakeholders using written, verbal and interactive visualisation tools, including communicating the limitations of data.
- Provide input and guidance to colleagues for the effective design and implementation of programme-specific outcomes and impact evaluation approaches. Encourage colleagues to embed good data capture practices into their own programmes to enable effective reuse and implementation of best practice.
- Champion social research across the West Midlands system to ensure the intelligence and analysis needs are met, including inclusive growth; diversity, equalities, and inclusion; homelessness; environment; and other strategic priorities as required.
- Work flexibly and with integrity to meet the needs of the WMCA and the SENZ function.

People

- Listening to the needs of stakeholders, for instance, the Homelessness Taskforce and Race Equalities Taskforce, and interpreting them into research and analytical questions. This will include hosting difficult conversations with diverse senior stakeholders, managing expectations of stakeholders as to what is achievable, and managing active and reactive communications as appropriate
- Advocate good data governance and data management standards and guidelines in line with the hub-and-spoke approach to research, intelligence, analysis and data in the WMCA, working to continually communicate and improve data management practices, and supporting the use of common analytical approaches, toolsets and software. Where possible, you will seek to automate data management activities and develop processes to enable good data management practices and compliance with data governance policies.

Operational

- Applying a range of methods to collate, analyse research, intelligence, analysis and data from a range of sources and synthesise findings relating to the Office for Public Service Innovation and Homelessness, effectively engaging colleagues with a range of views in appropriate use of data and evidence, advising on the choice and application of analytical approaches to assure best practice, and by making complex contested information easy to understand for a range of stakeholders.
- Use data integration tools to integrate and store evidence from multiple sources, ensuring that data is of good quality and is interoperable with other data sets, enabling reuse.
- Lead and manage complex analytical projects using appropriate project management techniques.

Financial

- Oversee budget planning and resource allocation for programme delivery, ensuring value for money and alignment with funding conditions and appropriate financial management and governance processes.
- Support the development of blended finance approaches and investment-readiness initiatives to unlock social finance and grant opportunities, such as the pilot with Big Issue Invest.
- Create mechanisms for monitoring financial performance of funded initiatives, ensuring accountability and sustainability.
- Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.

Other

- Participate in learning and development activities to maintain professional expertise.
- Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.
- Represent the WMCA in a professional manner.
- Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
Experience	E	D	A*	I*	T*
Conducting quantitative and qualitative analysis	X		X	X	
Producing reports, advice, and briefings for senior stakeholders	X		X	X	
Multi-disciplinary working with other research and intelligence stakeholders such as policymakers, analysts, economists, and statisticians		X	X	X	
Working within an agreed budget		X	X		
Ensuring relevant legal, ethical, procurement, and quality assurance practice are followed	X		X	X	
Coordination of competing interests for mutual benefit		X		X	
Working with stakeholders to gather requirements and deliver findings	X		X	X	
Strong ICT and mathematical skills demonstrated through relevant qualifications and/or work experience	X		X		
Skills / Knowledge	E	D	A*	I*	T*
Applied knowledge of statistical methods and data analysis techniques	X		X	X	
Use of appropriate tools and techniques for the analysis and synthesis of qualitative and quantitative data and evidence	X		X	X	
Strong verbal and written communication skills to senior stakeholders	X		X	X	
Modelling, cleansing and enrichment of data and evidence	X		X	X	
Applied understanding of data quality assurance, validation, and linkage	X		X	X	
Logical and creative thinking to help colleagues to translate policy and practitioner question into viable, researchable questions and well-designed research specifications for analysis into business insight		X	X	X	
Ability to identify gaps in the evidence base and to make sound recommendations for how this can be managed	X		X	X	
Ability to identify salient points and trends from research and analysis or other information and draws out sound, logical inferences, for example, picks out key messages from dense data sets into key business insight	X		X	X	
Understanding of the legal and ethical compliance needs of research projects, and knows when to seek further support on legal or ethical issues	X			X	
Ability to navigate complex governance, political sensitivities and communications requirements.	X		X	X	
Qualification / Education / Training	E	D	A*	I*	T*
Minimum Level 6 qualification (that is, foundation degree-level or equivalent) or equivalent experience		X	X		
Evidence of ongoing professional development and a commitment to undertake further training and development.		X	X		

*Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations

Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to
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	enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Matrix Working	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
Business Continuity	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

Collaborative	We work as one organisation, building trust, connection and shared purpose across teams and partners to create the biggest impact for our region.
Inclusive	Every voice matters – we create belonging, fairness and psychological safety so everyone can thrive.
Innovative	We think future and act smarter – embracing curiosity, creativity and continuous improvement to shape the future.
Driven	Focused on impact – leading with clarity, care and courage to deliver meaningful results for the West Midlands.

Our culture is built on collective leadership, where everyone plays a part in shaping how we work and succeed together. Guided by our values, we create an environment where people feel valued, supported and able to contribute their best. Through behaviours grounded in clarity, care and courage, as set out in our Leadership Statement we are making the West Midlands Combined Authority the best place to work and belong.

Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
26 May 2023	JEP-165	SP30-SP34	
Position Reference			