

## Job Description

<b>Job Title:</b>	Research Analyst – Net Zero
<b>Directorate/Team:</b>	Strategy, Economy and Net Zero
<b>Location:</b>	16 Summer Lane or other site/location
<b>Responsible to:</b>	Net Zero Programme Manager
<b>Responsible for:</b>	N/A
<b>Key working relationships:</b> (internal)	Energy Capital team, Environment team, Transport team, Housing & Land team, Strategy team, Skills team
<b>Key working relationships:</b> (external)	Local authority officers, Energy industry partners, Community groups, Academic institutions

## Purpose of the Post

As Net Zero Research Assistant, you will be part of a research team responsible for developing regional net zero and energy policy and insights, and supporting the wider research needs of the Energy Capital team.

## Accountabilities

You will assist in the delivery of information, data analysis, modelling, visualisation and communication of policy insights that aid others in the production of regional net zero and energy policy. You will source and work with publicly available data, as well as data provided by our partners to enhance our understanding of the region's energy system. You will help to present data in innovative ways that provide a foundation for our region's strategic narratives. You will provide policy analysis to improve understanding of Energy Capital's work in the context of wider regional and national policy.

## Responsibilities

### Strategic

- Work flexibly and with integrity to meet the needs of the WMCA and Energy Capital
- Contribute to the achievement of the WMCA's organisational goals
- Support the development of regional net zero and energy policy through research and data-driven insights
- Align research activities with the strategic narratives of the region's energy system transformation

### People

- Assist team members and partners with research and analysis tasks related to activities, projects and programmes
- Establish and maintain effective working relationships with all departments
- Engage with external stakeholders to source data and discuss solutions to analytical challenges
- Collaborate with local authority officers, energy industry partners, community groups, and academic institutions to gather insights and share findings
- Support cross-functional collaboration between Energy Capital, Environment, Transport, Housing, Strategy, and Skills teams

### Operational

- Deliver work in a timely and efficient manner to the levels of quality and accuracy required, providing an effective technical support service

<ul style="list-style-type: none"> <li>Analyse data using a range of tools and techniques to contribute to the team's production of intelligence</li> <li>Assist in carrying out research, gathering data and performing analysis and calculations to support the development of intelligence</li> <li>Prepare reports, presentations, and visualisations to communicate findings, recommendations, and progress on energy-related initiatives to diverse audiences</li> <li>Support engagement efforts to raise awareness about energy-related issues and initiatives among community stakeholders, businesses, and residents</li> <li>Attend external forums where necessary, keeping up to date with best practice and ensure personal awareness of relevant issues</li> <li>Source and analyse publicly available data and data provided by partners to enhance understanding of the region's energy system</li> <li>Present data in innovative ways that provide a foundation for the region's strategic narratives</li> <li>Conduct policy analysis to improve understanding of Energy Capital's work in the context of wider regional and national policy</li> <li>Develop simple models and data visualisations that clearly communicate complex energy system information</li> <li>Monitor and report on progress toward regional net zero targets and milestones</li> </ul>
<b>Financial</b>
<ul style="list-style-type: none"> <li>Ensures Value for Money and follows the appropriate governance processes for dealing with any financial activities.</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>Represent the WMCA in a professional manner.</li> <li>Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.</li> <li>Stay informed about emerging trends, technologies, and policies related to net zero and energy systems</li> <li>Support the development of funding applications and project proposals related to net zero initiatives</li> </ul>

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Experience of managing, analysing and reporting information and data insights.	x		X		
Experience in communicating/presenting/reporting complex data analytics concisely and to both technical and non-technical audience	x		X	X	
Working knowledge of spatial analysis with Geographical Information Systems (GIS)		x	X		
Experience of working in a team environment	x		X	x	
Skills / Knowledge	E	D	A*	I*	T*
Strong attention to detail including observational, analytical, and problem-solving skills.	x		X	x	
Able to effectively communicate (written and oral) and engage with internal and external stakeholders.	x		X	x	
Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.	x		X		
Ability to work in an environment where programme/project deliverables and processes may be uncertain or change over time and adjust accordingly.	x		X		
Advanced proficiency in MS Office applications including the ability to write and edit reports and presentations, formatting charts and graphs, managing calendars and scheduling activity	x		X		

Advanced Excel skills including formula understanding and ability to create and manage works books and sheets		x	X		
Subject knowledge of net zero and energy systems	x		X	X	
Subject knowledge of environment, skills and transport		x	X		
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Degree in a relevant subject or equivalent professional qualification	x		X		
A 'highly numerate degree' in a relevant subject or equivalent experience, e.g. mathematics, statistics, engineering or science.		x	X		

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

Core Expectations	
<b>Health, Safety &amp; Wellbeing</b>	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 enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	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.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	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		
Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.		
Value	Competency	Behaviour
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
<b>Innovative</b>	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements									
Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	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