



Job Description

Post Title:	Senior Analyst
Directorate:	Strategy, Economy, and Net Zero Directorate
Reports to:	Head of Research, Intelligence, and Inclusive Growth (<i>line management</i>); Head of Policy and Public Affairs
Direct Reports:	0

Key Relationships:

- Research, Intelligence, and Inclusive Growth Team
- Policy specialists at WMCA (e.g., Policy Working Group)
- Researchers at WMCA (e.g., the WMCA's Research and Intelligence Community of Practice; Economic Research Group)
- Policy and research leads across the WMCA's local authorities (e.g. via the West Midlands Insights on Society and Economy [WISE] group)
- Wider research and intelligence community (e.g., the Data, Research, Evaluation, Analysis and Monitoring [DREAM] and Midlands Engine Research, Intelligence and Policy Partnership community)
- Voluntary, public, private sector organisations and networks, in particular:
 - Inclusive Economies Partnership
 - Strategic Productivity Partnership
 - Regional anchor networks and other networks, e.g., Homelessness Taskforce, Race Equalities Taskforce, Equality, Diversity and Inclusion, Inclusive Growth Network & Business Partners, Social Economy Clusters

Role Purpose

The Senior Analyst will be providing support to a range of cross-functional strategy and place-based strategy work across the West Midlands Combined Authority across the five single settlement pillars, and in line with the eight Inclusive Growth fundamentals.

While reporting to the central research, intelligence, and inclusive growth team, the postholder will also work closely with policy and public affairs, and and functional and place-based strategy leads across WMCA.

Responsibilities

- Applying a range of methods to analyse research, intelligence, analysis, and data from a range of sources and synthesise findings, 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.

- Listening to the needs of stakeholders 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.
- Modelling, cleaning and enriching data and evidence, using data integration tools to integrate and store evidence from multiple sources, ensuring that data and evidence is of good quality and is interoperable with other data sets, enabling reuse.
- 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.
- Lead and manage an analysis project using appropriate project management techniques.
- Champion research across the WMCA to ensure research needs are met.
- Deputise for the Head of Research, Intelligence and Inclusive Growth in the regional and national research, intelligence, analysis, and data community where appropriate.

Person Specification

Experience	<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>		Assessment Method		
	E	D	App*	Int**	Other***
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/Abilities	E	D	App	Int	Other
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	
Qualifications/ Professional Memberships	E	D	App	Int	Other
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		
--	--	---	---	--	--

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

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
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety 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 and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To 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.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis