enterprise M3

Delivering prosperity through innovation

DATA ANALYST

JOB DESCRIPTION

We are looking for someone who has a creative flair for research and analysis in economic and related fields. This could be demonstrated through achievements in any sector – private, public or Not-for-Profit.

You will be responsible for producing the analytical base to inform our Local Industrial Strategy negotiations with Government. Compiling analysing and undertaking research, you will help us build a robust evidence base that will underpin the production of strategies, policies and action and help us drive economic growth in our area.

You will also to be responsible for leading analysis to inform our Skills Advisory Panel, developing a robust evidence base on local skills needs and wider labour market challenges so that our Skills Advisory Panel and wider partners can work together to improve matching of the local skills supply and employer demands.

We are looking for an analyst who can confidently derive meaningful insights and narratives from complex data to assist and influence decision making. You will work with policy leads, analysts and other key partners across the Enterprise M3 area, researching and analysing data sets to help us make better decisions on priorities.

Main responsibilities:

- Develop a programme of research and analysis to inform our Local Industrial Strategy.

- Collate, analyse, benchmark and model economic, labour market and other related data from a wide range of national and local sources.

- Identify, recommend and help commission the most appropriate analytical tools and data sources needed to provide a robust evidence base for our Local Industrial Strategy.

- Derive meaningful insights and powerful narratives from complex data to shape recommendations.

- Create a clear and detailed picture of local economies, businesses and communities through briefings, bulletins, reports and presentations.

- Fulfil the data and analytical requirements of Skills Advisory Panels (a national framework issued by Government), working closely with the Enterprise M3 Head of Skills and partner organisations.

- Participate in and convene analytical networks with local stakeholders and Government departments.

- Initiate or support the commissioning of surveys and detailed work as required.

- Produce and develop local skills and economic reports (e.g. infographics, dashboards).

- Summarise and present data analysis for a range of users, using the most appropriate methods of communication.

- Present analysis, insights and recommendations clearly and confidently to partners, to support decision making.

- Support and develop research and analytical skills and capacity across the organisation.

Capabilities/experience required

- Formal background or training in quantitative and qualitative analysis, such as statistics, maths, sciences, economics, psychology, geography, finance.

- Experience of preparing, producing and using analysis to inform and support policy/strategic decisions.

- Experience of producing and presenting data analysis and findings through a variety of mediums that are relevant for different users' needs and levels of technical understanding.

- Engaging in a country-wide network of local and government analysts, by exchanging knowledge and best practice to support local industrial strategy and skills analysis.

- Experience of identifying and addressing gaps in the evidence base by acquiring primary and secondary data.

- Proficiency in Excel and good knowledge of statistical/econometrics software packages.

- Experience of productivity and labour market economics.

- Knowledge of political, economic and social/demographic developments and an understanding of the potential impacts on the local economy.

- Good knowledge of legislation, policy and procedures relating to intelligence handling

- Self-motivated, able to work to tight and often conflicting deadlines

- Knowledge and experience of working with partners who produce data

- Able to establish relationships at a wide range of levels

- Strong communication skills

- A high standard of written work, able to produce documents for a range of audiences in challenging timescales;

- Proactive and positive approach, strong problem-solving skills and resilience with a willingness to learn

- An understanding of the aims and vision of the Enterprise M3 LEP and the ambitions of the Enterprise M3 Strategic Economic Plan

- Commitment to diversity and equality of opportunity.

Location: Basingstoke, with ability to work and travel across the Enterprise M3 area and beyond.

Responsible to: Future Initiatives Manager.

Working hours and salary: This position is a fixed term role until 31 March 2021. We would consider flexible working, job shares and secondments. The post will be employed by Hampshire County Council as the Accountable Body for the Enterprise M3 Local Enterprise Partnership.

The salary range for this post is £40,449 - £45,524

If you would like to be considered for this position please send a covering letter, setting out your suitability for this role, together with your C.V., to recruitment@enterprisem3.org.uk

Closing Date: 17:00, 11th September 2019

Interviews will be held later in September.

For any questions regarding this post please contact

Sue Littlemore
Sue.Littlemore@enterprisem3.org.uk

T: 01962-846755

Enterprise M3's work, including this role, is funded through a number of partners including the Local Growth Fund, European Structural and Investment Funds and the Careers and Enterprise Company: