

## JOB DESCRIPTION

<b>Job Title</b>	Senior Analyst
<b>Salary Band</b>	37 - 40
<b>Directorate/Service</b>	Policy and Strategic Commissioning Directorate
<b>Responsible To</b>	Economic Analysis Manager
<b>Responsible For</b>	
<b>Political Restriction</b>	This post is politically restricted
<b>Contract</b>	Permanent

### 1. Primary Purpose of the Post

To use data analysis and insight to inform the organisation's decision making at all levels, including the Executive Leadership Team, Chief Executive and Metro Mayor. This includes determining priorities for policies and strategies; supporting the development of business cases or assessing the viability of investments; and supporting lobbying and communications efforts. We are also required to represent the Combined Authority on data matters, managing procurement of related services and collaborating with external partners on data analysis and collection.

### 2. Main Responsibilities

- Analysing and interpreting a range of publicly available, open source and new data sets to inform and support policy-making in the Combined Authority's main policy areas.
- Communicating and presenting data and the key messages from data in a clear and digestible format to colleagues and other key senior stakeholders.
- Monitoring the external environment for relevant data updates and primary research data relevant to the Liverpool City Region.
- Managing and maintaining large scale data sets, using advanced Excel and Power-Bi skills.
- Keeping up-to-date with latest technologies and programmes for data collection, analysis, and presentation.
- Representing the CA at external meetings and boards.
- Providing support, mentoring and training for junior members of the analyst team.
- Allocate pieces of work to junior members of the analyst team and supervise and oversee these.
- Providing general advice and guidance on data collection methods and analysis techniques to the wider organisation, either in its strategies and policies, or on an ad hoc basis.

- Leading or supporting procurement of research to be used across the Combined Authority's policy areas. This involves writing ITTs, evaluating bids, and managing projects and suppliers.
- Supporting development or appraisal of Green Book-compliant business cases for (sometimes large scale) CA investments. This involves ensuring there is good rationale for public sector intervention, various options have been assessed and that there is good value for money.
- Keeping abreast of latest and upcoming economic issues alongside national and local policy.

### **3. General Management and Corporate Responsibilities**

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- To support the development of effective city region and cross-portfolio collaboration.
- To represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- In line with the respective role to ensure 'joined up' policy and practice in across areas of the city region.
- To represent the LCRCA with customers and the Liverpool City Region public and partner organisations so as to raise the reputation of the LCRCA and promote its interests and its people.
- To advise the Senior Leadership Team, Metro Mayor and LCRCA on significant policy decisions.
- Promote and encourage continued improvement in service quality and efficiency.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- Support the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.
- To provide support, mentoring and training for junior members of the analyst team.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

## PERSON SPECIFICATION

<b>Job Title</b>	Senior Analyst
<b>Salary Band</b>	37 - 40
<b>Directorate/Service</b>	Policy and Strategic Commissioning Directorate
<b>Responsible To</b>	Head of Evidence, Research and Intelligence
<b>Responsible For</b>	
<b>Political Restriction</b>	This post is politically restricted
<b>Contract</b>	Permanent

**\* Note to Applicant:**

In your application, you should provide evidence of meeting all points on the person specification, particularly those marked \* as they are key criteria.

	<b>CRITERIA</b>	<b>METHODS OF ASSESSMENT</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>A subject relevant degree or equivalent*.</li> <li>Evidence and commitment to continuous personal and professional development.</li> </ul>	A
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of analysing and interpreting a range of publicly available data (eg ONS, Nomis, API), data scraping for new data to inform and support policy-making in the Combined Authority's main policy areas. *</li> <li>Experience of communicating and presenting data, and the key messages from that data, in a clear and digestible format to colleagues and other key senior stakeholders. *</li> <li>Experience and knowledge of the latest data management and analysis tools.*</li> <li>Evidence of monitoring the external environment for relevant data updates and primary research data relevant to the LCR.</li> <li>Experience of managing and maintaining large scale data sets, using advanced Excel, SQL, Python and R-Studio etc.</li> <li>Evidence of keeping up-to-date with latest technologies and programmes for data collection and analysis.</li> <li>Experience of operating effectively and collaboratively as part of a team.</li> <li>Experience of having effective working relationships with a wide range of stakeholders.</li> </ul>	

	<b>CRITERIA</b>	<b>METHODS OF ASSESSMENT</b>
	<ul style="list-style-type: none"> <li>• Experience of project managing workstreams that consist of multiple components and are multi-faceted.</li> <li>• Experience of mentoring junior members of staff in terms of advice, training and guidance.</li> </ul>	
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Good written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.</li> <li>• Ability to meet challenging deadlines.</li> </ul>	
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.</li> <li>• A commitment to providing a high-quality customer service and ensuring service standards are met.</li> <li>• Commitment to and understanding of equal opportunities.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Knowledge of the key issues facing the City Region.</li> <li>• Flexible approach to working hours and willingness to work flexibly as and when required.</li> <li>• Evidence of quality, time management and organisational skills.</li> <li>• Ability to attend meetings inside and outside the city region.</li> </ul>	

### **Key to Assessment Methods:**

I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment