Job Description
Research and Policy Analyst at the Work Foundation

<table>
<thead>
<tr>
<th>Job Title: Research and Policy Analyst</th>
<th>Grade: 6</th>
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<tbody>
<tr>
<td>Department/College: The Work Foundation – Lancaster University Management School</td>
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<td>Directly responsible to: Policy Adviser (G7)</td>
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<td>Supervisory responsibility for: Potential placement students or interns</td>
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**Other contacts**
- **Internal:** WF team, LUMS and LU academic and professional services staff
- **External:** partner organisations, central and local government, employers and industry bodies, funding bodies

**Job Purpose:**
The Research and Policy Analyst at the Work Foundation (WF) will deliver analysis relating to the UK labour market, and will support the team in developing ideas to tackle structural inequalities and improve working lives in the UK. They will manage smaller projects with supervision and support.

**Major duties:**
Deliver research projects at the Work Foundation, contributing to the development of creative policy recommendations, and supporting engagement with policy makers and employers.

**Project management and delivery:**
- Deliver evidence gathering activities including literature reviews, monitoring political activities and policy developments.

- Support qualitative and/or quantitative research, including:
  - carrying out interviews and supporting delivery of roundtables, workshops and focus groups
  - developing case studies to illustrate employer best practice
  - building familiarity with datasets relevant to working life in the UK, particularly the ONS Labour Force Survey, Understanding Society and the Annual Survey of Hours and Earnings, as well as administrative data
  - interpreting data, situating analysis within the policy and political context and producing accessible and engaging graphs or visualisations to communicate findings to a range of audiences
  - supporting the effective delivery of research projects, following the WF project management process
  - follow Lancaster University’s Research Ethics and Research Data policies, securing approval and guidance from the Lancaster University Research Ethics Committee before starting a project.

**Policy analysis, idea generation and influencing:**
- Draw on evidence to support the development of recommendations for policy and practice. Work with colleagues to maximise the impact and reach of our analysis and policy messaging

- Tailor communication of findings and recommendations to different audiences through a range of channels (e.g. reports, briefings, blogs/social channels, events)
- Develop thematic areas of expertise related to the Work Foundation’s programme, such as employer practice, skills policy, health and wellbeing or social security

- Deliver ad-hoc analysis in response to developments in the world of work to generate insights into emerging trends and policy announcements as they transpire.

- Help to identify priority audiences within Government, Parliament and industry.

- Shape employer decision-making through sharing advice and best practice examples

**Management of self and others:**

- Work in a structured way across multiple activities, prioritising where required both personally and for the team

- Collaborate with and support colleagues within the Work Foundation and across Lancaster University

- Develop strong collaborative relationships with external stakeholders, including partner organisations and research funders

- Identify own development needs and seek new skills, knowledge and opportunities for learning, and keep up to date with relevant new developments in policy and practice

- Provide support and advice and seek opportunities to share knowledge and experience with team and colleagues across the organisation, such as internal presentations and events

- Line manage an intern/placement student, supporting their personal development and enabling them to meet individual and organisational objectives.