

JOB DESCRIPTION
Policy Analyst
Vacancy Ref: N1890

Job Title: Policy Analyst, Policy and Evidence Centre for the Creative Industries	Present Grade: G6
Department/College: The Work Foundation – Lancaster University Management School	
Directly responsible to: Senior Policy Adviser (G8)	
Supervisory responsibility for: N/A Click here to enter text.	
Other contacts	
Internal: WF team, LUMS academic staff	
External: PEC Management Board, Delivery and Policy Team, Other Co-Is, Government Departments, Business, Creative Industry stakeholders and the Media	
Job Purpose:	
<p>The Policy Analyst will assist the delivering a dynamic research agenda that will comprise the Skills, Talent and Diversity work strand of the Policy and Evidence Centre (PEC) for the Creative Industries. In this role, they will support a range of activities, such as reading and synthesising a range of evidence, assisting with data collection and the management and writing of reports, critiques, briefings and think pieces that inform policy development to support on the ongoing success of the UK’s Creative Industries.</p>	
Major duties:	
<ul style="list-style-type: none"> • To support the Work Foundation PEC delivery team in matters such as: evidence synthesis and data collection; interviewing and stakeholder consultation; organisation of project meetings and conferences, maintenance of key research records and filing systems, maintaining links to key stakeholders, and coordinating and managing on-going external policy networking activities • Planning and tracking research activities by implementing systems for effective scheduling, forward planning and taking follow up action as required • Undertake a range of analytical activities as directed using a wide range of qualitative and quantitative methods to ensure the successful delivery of the PEC research programme. 	
Project delivery	
<ul style="list-style-type: none"> • Undertake evidence synthesis and reviews • Assist with the design and administration of data collection/consultation tools such as online surveys, workshops, seminars and forums • Assist others with data collection and management, undertaking interviews as directed 	

- Contribute to the writing of reports, critiques, briefings and think pieces that develop policy advice
- Keep up to date with new developments in research, policy and practice of relevance to the WF and the Creative Industries

Relationship management

- Provide project and event support, such as:
 - arranging interviews, focus groups, case studies and consultations
 - recruiting variety of individuals into studies
 - setting up events and meetings.
- Support in uploading on the website and other communications activities and processing incoming permission and media requests
- Support the update and circulation of key WF PEC outputs such as research and policy briefings, blogs, press releases
- Assist with the development of tailored outputs, briefings and think pieces and wider communication activities e.g. tweets and blogs etc
- Support on events, venue space and HR activities and organising events where required

Managing self and others

- Manage time effectively to meet tight deadlines
- Develop key competencies at an appropriate level to provide first rate support
- Deliver high quality work that ensures client satisfaction
- Provide client management support, supporting and working with advisers to understand and meet the needs of the PEC Management Board, Delivery and Policy Team
- Build relationships across the WF, PEC and with Lancaster University where appropriate
- Provide general administrative support as required, through blogs and other media releases.

Other

- Undertake any other reasonable task as may be required.

