

JOB DESCRIPTION
Policy Analyst
Vacancy Ref: N1999

Job Title: Policy Analyst	Present Grade: G6
Department/College: The Work Foundation – Lancaster University Management School	
Directly responsible to: Senior Policy Adviser (G8) /Policy Adviser	
Supervisory responsibility for: N/A	
Other contacts	
Internal: WF team, LUMS academic staff	
External: Sponsors, Clients, Government Departments, the Media, Funding Bodies	
Job Purpose:	
<p>The Policy Analyst will assist the policy analytical team in analysis of policy and practice, as required, 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 contribute to policy advice and recommendations. The post-holder will also project manage smaller projects with supervision.</p>	
Major duties:	
<ul style="list-style-type: none"> • To support the business development and policy analytical 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 co-ordinating and managing on-going external policy networking activities • Planning and tracking work programmes/projects 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 projects. 	
Project management and delivery	
<ul style="list-style-type: none"> • Undertake evidence synthesis and reviews and manage smaller projects (up to £40K) as directed • 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 good work agenda. 	
Relationship management	
<ul style="list-style-type: none"> • Provide project and event support, such as: <ul style="list-style-type: none"> ○ 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 outputs such as the Newsletter, 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 (policy development and business development) to understand and meet client needs
- Build relationships across the WF 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.