**JOB DESCRIPTION**

*Policy Analyst*

**Vacancy Ref:** N1999

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**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:**

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.

**Major duties:**

- 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**

- 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**

- 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 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.