

Job Description

Analyst at the Work Foundation

Job Title: Analyst	Grade: 6
Department/College: The Work Foundation – Lancaster University Management School	
Directly responsible to: Policy Adviser (G7)	
Supervisory responsibility for: potential placement students or interns	
<p>Other contacts</p> <ul style="list-style-type: none"> ○ Internal: WF team, LUMS and LU academic and professional services staff ○ External: partner organisations, central and local government, employers and industry bodies, funding bodies 	
<p>Job Purpose:</p> <p>The Analyst at the Work Foundation (WF) will deliver quantitative analysis relating to the UK labour market, and will support the team in developing ideas to improve working lives in the UK. They will manage smaller projects with supervision and support.</p>	
<p>Major duties:</p> <ul style="list-style-type: none"> • Support data analysis projects at the Work Foundation, interpreting data, producing visualisations, and contributing to the development of creative policy recommendations. <p>Project management and delivery:</p> <ul style="list-style-type: none"> • Support quantitative data analysis, including primary data collection (survey development) and analysis of primary and secondary microdata. • Build familiarity with key large survey 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 (such as Universal Credit statistics). • This will involve 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. • Use this 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. Help to identify priority audiences within Government, Parliament and Industry and tailor communication of findings and recommendations to different audiences through a range of channels (e.g. reports, briefings, blogs/social channels, events) • Core areas of work will include: <ul style="list-style-type: none"> ○ supporting the effective delivery of research projects, following the WF project management process ○ supporting regular analytical outputs, such as the WF’s response to monthly data releases from the Office for National Statistics’ Labour Force Survey and our UK Insecure Work Index ○ ad hoc analysis in response to developments in the world of work to generate insights into emerging trends and policy announcements as they 	

transpire.

- Undertake analysis in accordance with Lancaster University's Research Ethics and Research Data policies, securing approval and guidance from the Lancaster University Research Ethics Committee before starting a project.

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.