

Role profile

Job title:	Senior Analyst
Directorate:	Policy and International
Reports to:	Head of Innovation, Analysis and Public Affairs

Overall aim

Act as the organisation's expert on quantitative and qualitative analysis. Lead and deliver a diverse and creative portfolio of quantitative and qualitative analysis to provide compelling insights and evidence to shape and support the Academy's policy work.

Key responsibilities

1. To identify and initiate opportunities to undertake novel analysis and deploy quantitative and qualitative analysis, using a broad range of methodologies, to strengthen the evidence and impact of policy advice and policy projects, across research and innovation, engineering, diversity and inclusion, and education and skills policy.
2. To communicate evidence and analysis orally, visually and in writing, clearly, concisely, and creatively, to a range of audiences, and advise colleagues on the most suitable approaches to communicating evidence and analysis.
3. Act as the internal expert on quantitative and qualitative analysis, including supporting and advising on commissioning and quality assurance of external analysis.
4. To build and maintain an effective network of contacts with key external partners and stakeholders and identify opportunities for collaboration with external bodies and data holders when appropriate.
5. Develop resources and deliver training to build the capability and confidence of colleagues in analysis by sharing knowledge on appropriate quantitative and qualitative approaches and research methodologies.
6. Work closely with the Monitoring, Evaluation and Reporting function when additional expert analytical input is required.

7. Display personal commitment to diversity and inclusion and to proactively build consideration of diversity and inclusion into all work.
 8. Line manages the Analyst – Policy and Projects.
 9. Manage the Analysis team's budget.
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Key results

- An in-demand Analysis Function, that is conducting creative quantitative and qualitative analysis to support the delivery of policy projects and increasing the impact of the Academy's policy advice.
 - Identification of new sources and alternative insightful ways of visualising and presenting quantitative and qualitative analysis.
 - Greater and more confident use of effective quantitative and qualitative approaches across the Academy.
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Please also be aware of and follow the Royal Academy of Engineering policies and procedures, with particular attention to health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

The Royal Academy of Engineering reserves the right to amend this role profile as necessary, after consultation with the postholder, to reflect changes in or to the job.

Role Experience, Knowledge and Skills Profile

Job Title: Senior Analyst

	Essential	Desirable
Experience & qualifications	<ul style="list-style-type: none"> • A graduate with significant content in any of economics, statistics or social research, or equivalent experience. • Experience as a professional analyst or equivalent role. • Experience in design and delivery of quantitative and qualitative analysis to support policy work and making links with the bigger picture. 	<ul style="list-style-type: none"> • Experience of working with and understanding the challenges and priorities of policymakers and other non-analysts. • People management experience.
Knowledge	<ul style="list-style-type: none"> • Knowledge in a broad range of quantitative and qualitative research methodologies and adopting these appropriately to achieve an objective. • Knowledge of third-party data sources and platforms to conduct research and analysis. • Knowledge of statistical analysis. 	<ul style="list-style-type: none"> • An appreciation of the role of engineering, research and innovation in society. • Knowledge and experience in survey design. • Knowledge of econometric analysis. • Knowledge of key data sets for higher education and R&D.
Skills	<ul style="list-style-type: none"> • Can demonstrate expertise in quantitative and qualitative analysis and interpreting complex data sets to produce outputs for policy briefings and reports for non-expert audiences. • Excellent skills in communicating evidence and analysis, verbally, visually and in writing, clearly and concisely to non-technical audiences. • Can develop and maintain effective working relationships with across a diverse range of stakeholders. • Ability to quickly build contextual competence in unfamiliar topics. 	<ul style="list-style-type: none"> • Skilled in commissioning analysis and working with data providers and external consultants.
Personal style and behaviour	<ul style="list-style-type: none"> • A creative and strategic thinker, with the capacity to deal with complex issues and ambiguity. • A team player, able to adjust to changing priorities and respond to urgent commissions • Diplomatic and flexible with a collaborative style. • Attention to detail: thorough, succinct and accurate in all aspects of work • A clear ability to work on own initiative 	
Other requirements	<ul style="list-style-type: none"> • Personal commitment to the corporate values, vision and objectives of the Academy • Evidenced commitment to equality and diversity. 	

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