

Lead Analyst

Job Title:	Lead Analyst	Date:	March 2019
Reporting Line:	Principal	Salary:	Grade 7
Team:	Research and Strategy	Business Area:	Policy and Strategy

JOB PURPOSE

To hold senior responsibilities within the GMCA Research team, delivering research projects and analysis for internal and external customers. Working with the wider policy and strategy teams in the GMCA and partner organisations to use evidence to support decision making. To disseminate evidence to a wide range of audiences and partners, including the delivery of training, and to ensure that this research informs Greater Manchester's strategic objectives.

The role is responsible for supporting the activities of the ageing hub and helping to embed and grow Greater Manchester's age friendly city region status. The postholder will be responsible for delivery of evaluations which primarily support the ageing agenda, but also help to embed evaluation techniques and practices across the team. This includes the Ambition for Ageing (AfA), £10.2 million Greater Manchester (GM) wide initiative aimed at creating more age friendly places and empowering people to live fulfilling lives as they age.

This post reports to the Principal for Evaluation in the GMCA Research Team but requires direct working with partners from the GMCA Ageing Hub and the Greater Manchester Centre for Voluntary Organisations.

KEY RESPONSIBILITIES

- Evaluation of the AfA Programme, building on previous quarterly / interim reporting. Providing a final evaluation of the full AfA programme and assessing the impact, bringing together learning around delivery.
- Providing recommendations of how learning from the AfA Programme can be implemented and working with partners to identify practical steps.
- Designing and producing guidance and a set of tools to drive standards in evaluation GM-wide, including a register of existing evaluation activity and methods to maintain.
- Key liaison point for wider policy relating to ageing, working in partnership with a wide range of regional, national and international agencies including the Centre for Ageing Better, local universities, Eurocities and the World Health Organization and helping to increase the visibility of ageing research within the wider economic and reform agenda of the Mayor and Greater Manchester Combined Authority.
- Tracking policy and key initiatives as they relate to ageing agenda and in support of Ageing priority within the Greater Manchester Strategy.
- Project management of all sizes and lengths of project from start to completion, potentially running simultaneously with competing deadlines.
- Responsible for identifying, designing and developing new tools and techniques within thematic area and for leading on training on these assets
- Lead on the delivery of training on subject matter expertise. Able to provide training to non-experts
- Responsible for coordinating / tracking project or team finances and supporting with funding bids activities as appropriate

- Communicate research findings to a range of audiences both internal and external (verbal, written reports, and/or presentations).
- Informal line management responsibility may be required in line with business requirements.
- Responsibilities for following data handling procedures correctly, including knowledge of legal requirements and a commitment to high ethical standards.

DIMENSIONS

- Work with key strategic partners at local and national levels including:
 - Greater Manchester Ageing Hub
 - GMCA policy specialists
 - National and local government officials
 - The GM Local Enterprise Partnership
 - GM's 10 Local Authorities and public sector colleagues in transport and health
 - Greater Manchester Centre for Voluntary Organisations (GMCVO) – as key contacts for AfA
 - Manchester Institute for Collaborative Research on Aging (MICRA) – part of the University of Manchester
 - University of Manchester Urban Ageing Research Group
 - Centre for Ageing Better (CfAB)
 - What Works Centre for Local Economic Growth
 - Lesbian, Gay, Bisexual and Transgender Foundation (LGB&TF)
 - Manchester Community Central (MACC)
 - Other voluntary/public/private sector organisations, as relevant

KNOWLEDGE, SKILLS AND EXPERIENCE

Skills

- Strong analytical capacity and experience of data collection. Ability to apply the most appropriate technique to the time and scope of the project.
- Strong interpersonal / communication skills with an attention to detail. Understanding appropriate communication technique with different stakeholders.
- Excellent ICT skills including spreadsheets, databases, PowerPoint, mapping, Ability to use advanced ICT packages where appropriate. Ability to identify appropriate ICT packages for analysis and sharing of research findings
- Project management and facilitation skills, Project management of all sizes of project from start to completion. Facilitating and leading internal project management meetings
- High level of skill in problem solving, working both autonomously and in collaboration with partners.
- Ability to prioritise effectively and manage competing deadlines.

Experience

- Experience of quantitative and qualitative research and analysis including cost-benefit analysis (CBA)
- Experience of managing projects with multiple stakeholders, able to take own initiative and apply these to answer research questions – delivering elements of large projects and / or whole research projects
- Experience in deliver training to a variety of audiences; leading on training on subject matter expertise and able to provide training to non-experts.
- Evidence of communicating research findings using a range of techniques

Knowledge

- Degree or equivalent qualification / experience plus 2 year's minimum expected experience in a relevant field

- Broad understanding of local and national government policy landscape and relationship to own research including ageing, public service reform and equalities.
- Applied understanding of the use of research findings in policy and strategy development and able to identify improvements in work and potential implications of the research findings on multiple policy areas

CONTEXT

Greater Manchester places a strong focus on evaluation of projects and programmes. This is in recognition of the vital role that evaluation plays in informing and shaping programme delivery and in evidencing the success or otherwise of activities undertaken. GMCA has a close partnership with the What Works Centre for Local Economic Growth and in partnership GM and WWC have delivered training and guidance externally on evaluation techniques and methodologies. The postholder will play a key role in undertaking evaluation and embedding evaluation techniques and best practice across the research team and with wider partners.

Greater Manchester is the first age-friendly city-region in the UK with an ambition to improve the lives of people aged 50 and over living in Greater Manchester. Our vision, included within the Greater Manchester Strategy is that older residents are able to contribute to and benefit from sustained prosperity and enjoy a good quality of life. Working with partners we have set up the Greater Manchester Ageing Hub to coordinate a strategic response to the opportunities and challenges of an ageing population. The postholder will be responsible for supporting the strategic agenda on ageing.

Corporate Duties

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

Records Management/ Data Protection - As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Confidentiality and Information Security - As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality - All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

Health and Safety - All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service's undertakings.

Service Policies - All GMCA employees must observe and adhere to the provisions outlined in these policies.

Equal Opportunities - GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background