Local Government Association

Job Description: Research and Data Analyst

Reports to: **Senior Analyst – Research**

Directorate/Team: **Strategy & Policy/Research and Information**

Grade: **Grade 4**

Job Purpose:

Work to design and deliver high quality analytical, research and data projects for the Local Government Association (LGA) and the local government sector.

Core Accountabilities:

1. Work to design and deliver research, analysis and data projects as required by the LGA, within agreed resource and budget allocations. This includes both qualitative (interviews and focus groups) and quantitative (surveys and data) methods.

2. Deliver data analysis and benchmarking projects, using performance, financial and other data, including writing and promoting reports for the LGA's data service, LG Inform.

3. Act as a lead contact for LGA colleagues in providing professional advice and guidance on interpreting research, data and analysis.

4. Attend data-related meetings with key stakeholders, including local authorities and government departments, on behalf of the LGA, and work to maintain a positive reputation for the LGA with them.

5. Work as part of a team, contributing towards a culture of flexible and collaborative working to ensure that the LGA meets its business objectives and responds effectively to new or changing requirements.

6. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.

7. Undertake any other duties and responsibilities appropriate to the post.

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Specific Accountabilities:

1. Work with research customers to understand their requirements and design research and analytical projects to meet them.

2. Deliver research and analytical projects, using both quantitative and qualitative methodologies. This may include: survey design and distribution, topic guide development, piloting, conducting surveys, conducting qualitative interviews or focus groups, analysis of data (numerical or qualitative), writing research reports, producing infographics or data visualisations, promotion of research, and providing advice on the use of findings in media releases.

3. Contribute to data policy, for example, in relation to census data, new data collections from central government and the Local Government Transparency Code, to ensure these policies work for the sector rather than impose undesirable burdens.

4. Contribute to the development, delivery and promotion of the LG Inform data service, including the research and production of LG Inform reports.

5. Work with LGA colleagues, for example in the Communications Team, to provide and communicate relevant and up to date, research findings and other data and information in an accessible and comprehensible form to customers and the intended audience.

6. Develop constructive working relations both with staff in relevant research and data organisations and officials in government departments in order to meet LGA objectives, including establishing better co-operation and collective use of assets and systems in the interests of local government.

7. Ensure effective quality assurance across all LGA analytic and research activity.

8. Lead where necessary on data protection and related legislative requirements.

Relevant Contacts:

LGA officers
LGA board members
Local authority officers
Local authority members
Central government departments
External organisations, partners, stakeholders

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Person Specification: Research and Data Analyst

Qualifications (or equivalent)	• Degree or equivalent
Knowledge and experience	• A track record of delivering high quality research and analysis, within agreed timescales, that meets the needs of customers or users • A broad understanding of local and/or central government and how it works (desirable) • Experience of managing a complex workload, preparing plans and meeting deadlines and milestones
Skills and abilities	• Expertise in survey research, desk research, data analysis and qualitative analysis, and the ability to apply these to support the needs of politicians, officials and officers • Excellent writing skills, with the ability to accurately summarise and convey sometimes complex information in a non-technical way with clear conclusions where appropriate. • Ability to undertake advanced statistical techniques, and present this clearly to a non-technical audience (desirable) • Ability to engage with customers and stakeholders to understand their needs, and in doing so to consider the impact conclusions or advice will have on customers / strategies / policies • Excellent oral and influencing skills, with the ability to give clear advice and explanations • Political sensitivity, with the ability to exercise discretion and to demonstrate political neutrality at all times • Good interpersonal skills, with the ability to deal with members, other clients and colleagues with courtesy, tact and sensitivity • Excellent organisational skills, with the ability to prioritise work to meet deadlines and work under pressure, with a concern for order and accuracy • Excellent IT skills, including Word, Excel and PowerPoint with the ability quickly to learn new packages as required • Ability to work as part of a team and to support others

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