



# Policy in Practice

## JUNIOR POLICY AND OPERATIONS ANALYST

Location: Westminster, London  
Salary: Real Living Wage (currently £10.55 per hour)  
Role: Full time permanent role  
Closing date: Friday 21 June at 17:00  
Start date: As soon as possible

### About Policy in Practice

Our mission is to communicate policy in a clear, simple, actionable way. We empower our clients to help people within their communities, inspire positive change and make the best use of limited public funds.

We are a team of professionals with extensive knowledge of the welfare system who are passionate about making social policy work. We help over 80 local authorities use their household level data to identify vulnerable households, target support and track their interventions. Our benefit calculator engages over 10,000 people each day. We identify the actions people can take to increase their income, lower their costs and build resilience.

Our core services are our analytics platform and advisor software. They are used across the UK to track the effectiveness of policy and accurately reflect complex and ever-changing government regulations to show the combined impact of policy changes on individual households.

- Our [analytics platform](#) tracks and forecasts the impact of policy changes on each low income household over five years, helping organisations to be proactive, intervene early and use resources more effectively.
- Our [benefit and budgeting calculator](#) helps people understand (via GOV.UK) how policy changes will affect them and the actions they can take to be better off. It enables advisors to give more vulnerable customers access to clear, reliable and supportive information, clearly showing the benefits of work and the actions they can take to become more independent.

Underpinning our services is a comprehensive and accurate **policy engine** that makes up to 4,000+ calculations on each case. Developed over four years, it models policies across government departments and automatically updates to mirror current and planned legislation as it comes into force. Our ability to access **administrative data on over one million families**, to combine this with other datasets and to link this over time, gives us the unique ability to track the effectiveness of policy. These core competencies combine to help our clients act proactively, target resources more effectively and engage their customers, intervening early and preventing major and costly issues including homelessness.

Our team are **policy experts** with personal experience of the benefit system and influence across central government. Our analysis has had national media coverage and a tangible impact on government policy. Our [flagship project](#) involves tracking 700,000 low income households across London over two years.



## About the role

**We are looking for an impact-oriented analyst with strong quantitative research skills to help us deliver client projects. You must be passionate about improving how public services are delivered, and keen to develop a high level of policy knowledge. Additional coding skills or experience in public policy are highly desirable.**

Previously successful Junior Policy and Operations Analysts include sharp-minded and hardworking graduates with the drive to have an impact on the frontline.

The ideal candidate will demonstrate a keen interest in social policy and be passionate about making change happen from central government policy to front line operations. They will be looking to develop their quantitative analytic skills from a strong foundation up to an expert level. They should have excellent people-skills, and an ability to influence and build relationships quickly.

Your main responsibilities will be to ensure that we deliver excellent services to our clients and develop our analytics service to have a tangible and positive impact on people.

You will be supporting the director, head of policy and policy analysts in their roles, as well as undertaking research of your own. Responsibilities may develop and change rapidly, so you will learn about each area that Policy in Practice works in at pace.

The position is offered as a fixed term permanent contract subject to a 6 month probationary period.

## The ideal candidate

- Independent self-starter and with passion for solving social issues, an interest in policy or politics and commercial awareness
- Organised and professional with strong research and analytical skills
- Team-player, who enjoys working as part of a highly collaborative, dynamic organisation
- A flair for engaging communication: The ability to translate data into meaningful analysis and convey this to a wider audience
- Highly literate, numerate and comfortable with large datasets, ideally including familiarity with data analysis or coding software such as Stata, Tableau, ArcGIS, JavaScript, SQL
- Experience working in social policy, providing frontline welfare support, or analysing large public datasets highly desirable.
- The position would suit a recent graduate interested in a career in public service, consultancy, technology or all three



## Job description

As you will be a part of a small and growing team your responsibilities may develop and change quickly – there is excellent and proven potential for growth within the company.

Your initial responsibilities will include:

- Supporting our policy analysts with the delivery of research and consultancy projects for local authority clients
- Working with the policy and operations team to analyse large national datasets and convert the findings into meaningful policy insights
- Contributing to research, presentations and publications on policy affecting low-income households
- Supporting the testing and development of our software and analysis products
- Presenting our service to clients and customers, training new users in our software in person and online via webinars
- Support the senior management team by taking responsibility for the timely and effective execution of some administrative responsibilities core to building a business
- Carrying out fast and effective research into relevant policy debates and discussions related to welfare, poverty and the labour market to support collaborative consulting projects, and to generate relevant content such as blog posts for the website

## How to apply

Please send your CV with a covering letter that clearly outlines your suitability and your interest in the post to [admin@policyinpractice.co.uk](mailto:admin@policyinpractice.co.uk) by Friday 21 June at 17:00.