POLICY AND OPERATIONS ANALYST

Location: Westminster, London
Salary: £30,000 - £35,000
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.

Policy in Practice

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.

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 have several years experience in social policy and/or quantitative research, and a desire to apply this experience to complex issues in the welfare sector and beyond. 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 expand our client base, develop existing and new products, and elevate our analytic capacity. You will provide a high level of policy and analytic knowledge to support the operations team, and take responsibility for maximising the positive impact of our services.

You will support the director, head of policy and policy analysts in their roles, as well as undertake research of your own. Responsibilities may develop and change rapidly, so you will quickly gain an insight into each area that Policy in Practice works in.

The ideal candidate

The ideal candidate will have several years experience in policy-focused data analytics. You will have expert-level quantitative skills, and demonstrable project management and team leadership skills:

- 2+ years experience in high-level social policy and/or quantitative data analysis
- Independent self-starter with good knowledge or a passion to learn about and influence welfare and benefits policy, an interest in policy or politics and commercial awareness
- Project management and leadership experience, keen to foster strong collaboration and teamwork
- 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, including familiarity with data analysis or coding software (ideally including Stata, R, Python, Tableau, ArcGIS, JavaScript and/or SQL)
- Experience bidding for research funding highly desirable
- The position would suit someone with post-graduate qualifications in data science or public policy, or experience working in the govtech or welfare sector

Policy in Practice

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
- 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
- Supporting 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 consulting projects, and to generate relevant content such as blog posts for the website
- Holding responsibility product delivery lines, external research bids and internal development projects
- Applying for external funding, and developing partnerships with central government, local government as well as third sector and academic collaborators

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 by Friday 21 June at 17:00.