



# Policy in Practice

## Policy and Operations Intern

Location: Westminster, London  
Salary: London Living Wage (£10.20 per hour)  
Role: Full time, fixed term contract leading to permanent role  
Closing date: Friday 11 January 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.

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 local authorities, housing associations and welfare to work organisations to be proactive, intervene early and use resources more effectively.
- Our [benefit and budgeting calculator](#) helps individuals (via GOV.UK) to understand how policy changes will affect them and the actions they can take to be better off. It enables advisors to help more vulnerable customers access 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 quantitative research skills to help us deliver client projects. You must be passionate about improving how public services are delivered. Additional coding skills are highly desirable.**

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

The ideal candidate will demonstrate an interest in social policy and be passionate about making change happen at a practical level. They will have excellent quantitative analysis skills, with 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 each of their roles, as well as undertaking research of your own. Responsibilities may develop and change quickly, so you will quickly gain an insight into each area that Policy in Practice works in.

## 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
- 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, Tableau, ArcGIS, JavaScript, SQL)
- Experience working with Open Data, including census data and / or Family Resources Survey (FRS) data is 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 potential for growth within the company.

Your initial responsibilities will include

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- 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
- 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 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 11 January 2019 at 17:00.