Senior Policy and Data Analyst

Job description

Location	Hybrid: home and Westminster, London office
Tenure	Permanent, 5 days per week
Salary	£35,000 to £50,000 depending on experience
Closing date	Rolling recruitment

About the role

This is an exciting opportunity to take ownership of high impact projects, help shape the development of our analytics tools, and make a real difference in social policy.

As a Senior Policy and Data Analyst, you will be the trusted expert on data quality, methodology, and quantitative analysis. Your role involves ensuring the integrity of our data and analysis by applying robust quality assurance and methodological standards. You'll analyse large datasets with precision, translating complex data into actionable insights that enhance welfare policy.

Key responsibilities

Data and methodology

- Use and implement robust research methodologies that support data-driven insights

- Conduct quantitative analysis, ensuring data collection, validation, and processing are methodologically sound and meet high standards to feed into our reports, blogs and other publications

- Analyse large, complex datasets (using tools such as SQL, Python and R) and integrate findings into meaningful insights that support client needs

- Continuously improve our processes, document best practices and mentor junior staff in process adherence and high quality delivery

Quality assurance

- Ensure that all data outputs, reports, and analyses are accurate, reliable, and validated against research methodologies

- Prioritise quality assurance across all datasets, analytics, and software products to maintain high standards of accuracy

Leadership and delivery

- Lead the delivery of analysis and client projects, taking responsibility for meeting our high standards of data accuracy and are robust, well written and produce clear, actionable insights for councils

- Manage multiple projects and clients independently, keeping good communication with stakeholders and ensuring they are delivered on time

- Contribute to research, presentations and publications on policy affecting low income households.

- Generate and lead strategic initiatives that reflect Policy in Practice's position as a sector leader and reputation as an organisation that improves the lives of low-income/vulnerable families.

Product focus

- Ensure our core products, LIFT and Better Off Calculator, are accurate, easy to use

- Collaborate with product, engineering, and research teams to expand and improve data driven products, particularly LIFT and Better Off Calculator, and support accuracy, testing and development of our software and analytics

The ideal candidate

We are looking for someone with advanced quantitative skills, a meticulous approach to methodology, and a dedication to accuracy who can lead projects and drive continuous improvement in what we do.

Essential

- Proficiency in data analysis and experience using data analytics tools such as R, Stata, or Python.

- Experience working with large complex datasets, particularly in manipulating and retrieving data using SQL and Excel

- At least 2-3 years of experience working with data and applying quantitative methodologies, including statistical and longitudinal analysis, in an academic or professional setting

- Ability to accurately validate data against research methodologies and perform quality assurance checks, preferably with experience in a commercial setting

- Proven ability to partner effectively with stakeholders to understand their needs,

design impactful analysis plans, and deliver actionable insights within tight deadlines

- Excellent written and verbal communication skills, with the ability to translate data into meaningful analysis and convey this to a wider audience via blog posts and presentations

- Organised and professional with demonstrable attention to detail and a problem solving attitude

- A team player who enjoys being part of a highly collaborative, dynamic organisation

- Interest and aptitude for ongoing learning and development across the various technologies we use at Policy in Practice

Desirable

- Experience working in social policy, providing frontline welfare support, or working in local or central government

- Experience writing clean, readable and reliable code in R or Python

- Strong knowledge of the UK benefits system, with the ability to explain complex benefit related issues clearly and effectively to non-technical audiences

About Policy in Practice

Policy in Practice believes data and technology have the ability to empower people and change lives. Our goal is to be the single point of access for all people on means tested benefits, and enable effective public services through citizen centred services.

We aim to reach as many households as possible across the UK. We will do this via growth of existing products in public and private sector organisations, and through expansion into new markets.

Policy in Practice is at a pivotal point as we continue to move from start up to scale up. We have invested in our capability, and development has moved from ideas to prototypes and in some cases to production.

Policy in Practice's vision and mission

Vision

We believe data and technology have the ability to empower people and change lives.

Mission

Empower people via proactive, integrated support.

We will help more people to live better lives using our expertise in social policy, data and technology.

We are transforming the way society supports low income families through citizen centred approaches. We focus on improving how all policy areas, sectors and journeys combined can have an impact on people and their outcomes.

Values

Purposeful and passionate

- We push for opportunities to improve, not just for our clients or for ourselves, but also for the people who need our help.

- We take responsibility. Details Matter. We have a genuine passion to help people, with a willingness to take action.

Insightful and impactful

- We go beyond straightforward analysis to get to the 'So What?', driving our policy insight and services to deliver impact.

- We think deeply and communicate simply in a way that helps people make the right decisions.

Respectful and supportive

- We are willing to discuss and debate openly, listening to both sides and relying on evidence and strong relationships to reach shared positions.

- We have each other's back.

Why work here?

- Working in a thought-leading organisation where you can empower people and change lives.

- Flexible working arrangements with hybrid and remote working available

- Opportunities for quick career progression

Policy in Practice colleagues say:

> "Everyone is lovely and we do such impactful work. There is a very caring employee culture, and a drive to share expertise."

> "I appreciate how our work helps shape policies and the supportive team environment here encourages everyone to grow. Flexible working options make it

easier to balance life and work and our inclusive culture makes this a welcoming place to be."

"The work is extremely meaningful and translates directly into tangible benefits."

How to apply

Please send your CV with a cover letter that clearly outlines your suitability and your interest in the post to jobs@policyinpractice.co.uk as soon as possible.