

Job title	Policy and Data Analyst
Reports to (job title)	Senior Policy and Data Analyst
Location	Hybrid: home and Westminster, London office
Tenure	Permanent, 5 days per week
Salary	£26,000
Closing date	Friday 19 November
About Policy in Practice	Company <a href="#">slide deck</a> and <a href="#">website</a>

### 1. Purpose of the job

We are looking for an impact-oriented candidate 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.

Your main responsibilities will be to ensure that we deliver excellent services to our clients and work on policy projects that have a tangible and positive impact on people.

You will be supporting the Director, Head of Policy and Senior Policy and Data 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 permanent contract subject to a 6 month probationary period.

### 2. Organisation structure

The Policy and Data Analyst will work in the policy team and report to the Senior Policy and Data Analyst.

### 3. Job context and connections

The policy team works closely with the Research and Data Team and Products Team to deliver excellent services to our clients.

In this role, the job holder will work closely with other Policy and Data Analysts, Data Researchers and the LIFT and Calculator Product Managers.

#### 4. Main accountabilities

- Working with other Policy and Data Analysts on the delivery of research and consultancy projects for local authority clients
- 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
- Working with the Research and Data Team to analyse large datasets and convert the findings into meaningful policy insights
- Carrying out fast and effective research into relevant policy debates and discussions related to welfare, poverty and the labour market and to generate relevant content such as blog posts for the website

#### 5. Person specification

Skills and experiences
<p>Essential</p> <ul style="list-style-type: none"><li>• Organised and professional with demonstrable strengths in research and analysis</li><li>• An interest in policy and politics and a passion for solving social issues</li><li>• Team-player, who enjoys being part of a highly collaborative, dynamic organisation</li><li>• A flair for engaging communication: the ability to translate data into meaningful analysis and convey this to a wider audience</li><li>• Highly literate, numerate, with a problem solving attitude</li></ul>
<p>Desirable</p> <ul style="list-style-type: none"><li>• Experience working in social policy, providing frontline welfare support, or working in local government</li><li>• Proficiency with data analysis or coding software such as Stata, R or Tableau</li><li>• Experience working with large, complex datasets</li></ul>

### 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 financial 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 [benefits calculator](#) (linked on Gov.uk) helps people understand 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.

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.

### Working at Policy in Practice

We are committed to creating an environment of collaboration, support and inclusion. The operations team is office based, but we encourage team members to work from home 1-2 days a week, especially when they need to focus on specific projects.

Due to the ongoing Covid-19 pandemic, we are operating under hybrid working arrangements.

New starters are paired with a senior member of the team to provide mentoring and support. Normal working hours are 09.00-17.30, but there is flexibility in these times that can be agreed with your line manager. We offer 23 days of paid annual leave, membership of the NEST pension scheme, and additional benefits such as free eye tests for all employees.

Watch [interviews with us about what it's like to work at Policy in Practice](#).

### How to apply

Please send your CV with a covering letter that clearly outlines your suitability and your interest in the post to [jobs@policyinpractice.co.uk](mailto:jobs@policyinpractice.co.uk) as soon as possible. The role will close on Friday 19 November.