

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 31 January
About Policy in Practice	Company slide deck and website

1. Purpose of the job

We are looking for an impact-oriented candidate to help us deliver our core products, LIFT and the Benefit and Budgeting Calculator, support our clients and 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.

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 that has a tangible and positive impact on people. 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 one of the Senior Policy and Data Analysts.

3. Job context and connections

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

In this role, the job holder will work primarily with other Policy and Data Analysts and the LIFT and Calculator Product Managers. They will also have exposure to sales, marketing and development in the course of their role.

4. Main accountabilities

- Ensure our core products, LIFT and the Benefit Calculator, are accurate, easy to use and delivered to schedule
- Work on the delivery of research and consultancy projects for local authority clients and contribute to research, presentations and publications on policy affecting low-income households
- Support testing and development of our software and analytics products
- Present our service to clients and customers, training new users in our software in person and online via webinars
- Analyse large datasets and convert the findings into meaningful policy insights
- Carry out fast and effective research into relevant policy debates and discussions related to social security and other areas of social policy to generate relevant content such as blog posts for the website

5. Person specification

Skills and experience
<p>Essential</p> <ul style="list-style-type: none">• Organised and professional with demonstrable strengths in research and analysis• An interest in policy and politics and a passion for solving social issues• Team-player, who enjoys being 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, with a problem solving attitude
<p>Desirable</p> <ul style="list-style-type: none">• Experience working in social policy, providing frontline welfare support, or working in local government• Proficiency with data analysis or coding software such as Stata, R or Tableau• Experience working with large, complex datasets

Policy in Practice believes in the power of data and technology to change lives

We are a team of policy experts who deliver data driven insight, products and services to the sectors focused on the nation's financial well-being. We empower people to make more informed decisions and take action to build financial independence.

We believe the government policy can work more effectively and help people towards greater independence. Policy is often complicated, confusing and changing. This makes areas like the welfare system difficult to understand, to communicate and administer. We simplify the welfare system for individuals and organisations. We help people understand how government policy affects them so that they can make decisions.

Local authorities use our analytics to see how individual households are affected by the combination of national and local policy changes, now and in the future. Our powerful tech engine models how the policies of different government departments affect thousands of families on low incomes. We use a scientific approach to data visualisation to drill down to identify individual households most in need, show organisations where they should focus support programmes and help them track the effectiveness of their support.

We support over 80 organisations to improve the future for many people across the country. We can track the living standards of over two million households, 1 in 8 of those who use the welfare system, via anonymised data sets. We were founded by one of the architects of Universal Credit and our analysis is widely covered in the national media.

Our mission is to reduce poverty which we do through our:

- [Benefit and Budgeting Calculator](#) which gives personal benefits and budgeting support, helping people to grow their financial resilience without needing to be a benefits expert
- [Data analytics](#) services which help councils target resources more accurately, spend money more effectively and meet their statutory obligations
- [Council Tax support scheme modelling](#) which helps councils to design the best support scheme they can to meet their local priorities

We strive to reach every low-income household to bring positive change to people's lives, now and in the future. We can only do this through our continued growth and development, and by recruiting the best people, so that we have the biggest influence on the impact of policies.

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 colleague who will 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.

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 as soon as possible. The role will close on Friday 31 January.