

Job Description

Directorate:	Growth and Regeneration		
Service:	Lancashire Skills & Employment Hub		
Location:	County Hall, Preston		
Salary range:	£39,513 - £44,711	Grade:	9
Reports to:	Skills and Economic Intelligence Manager	Staff responsible for:	None

Job purpose and scope

Reporting to the Skills and Economic Intelligence Manager in the Lancashire Skills and Employment Hub, the Skills and Economic Intelligence Officer will be responsible for the collection, analysis and presentation of labour market intelligence (from a range of government data sets and other sources) and management information relating to the Lancashire economy and work, health and skills programmes.

The WorkWell Partnership Programme and the Connect to Work programme will be of particular focus, including the coordination and administration of accurate timely data returns from internal and external delivery partners. The postholder will work closely with the Integrated Care Board, who are the accountable body for WorkWell and the Programme Manager. The postholder will also work closely with all authority and provider data leads to ensure that information and returns are provided in line with funder requirements.

The post holder will analyse both wider labour market intelligence and management information from projects to support the development of recommendations to help shape future priorities, policies and projects under the guidance of the Skills and Economic Intelligence Manager and will proactively contribute to the shaping of the evolving Lancashire Data Observatory.

Accountabilities/Responsibilities

Acquiring/working with data:

- Gathering, identifying and using high-quality data from a range of published sources; and ensuring primary collected data is reliable and timely.
- Reviewing, identifying and addressing gaps in quantitative and qualitative evidence needed for performance reporting, and local economic and skills analysis to support the pilot programme. This could include developing approaches to data collection, undertaking the collection of qualitative data and undertaking research.
- Storing, maintaining, cleansing and manipulating data.

Data analysis:

- Developing an in-depth knowledge of the wide range of economic and labour market/skills data sets and sources including their strengths and limitations, and scope to define features and challenges of the local area;
- Supporting with economic and skills analysis contributions for a variety of strategic works in Lancashire, including an Integrated Work and Health Strategy.

- Using feedback from key users such as policy leads, local employers, local authorities and education/service providers to shape, develop and refine the scope of analysis;
- Quality assuring skills analysis/analytical outputs, ensuring your analyses are accurate and conforming to best practice.

Presenting and disseminating analysis:

- Deriving meaningful insights and powerful narratives from complex data to shape recommendations;
- Summarising and presenting data analysis for a range of users, using the most appropriate dissemination and communication;
- Presenting analysis, insights and recommendations clearly and confidently to partners, and have impact on decision making.
- Advising users on the interpretation and the quality of the analysis and findings;
- Producing and developing a performance reporting framework for the pilot, local economic and labour marketing analysis and potentially other analytical products such as infographics, dashboards and/or other tools, seeking and incorporating user feedback where possible. This could include some analysis of potential programme participants.

Working with partners:

- Promote the team's role as a hub of data and evidence expertise and excellence to support the Council's visions and missions.
- Working closely with local authorities, local government agencies, local and other area skills leads to develop your knowledge of the local and national economic and skills context and produce relevant evidence-based recommendations;
- Actively promoting the use of evidence in decision-making within the new initiatives and within local government in Lancashire, and their key partners;
- Maintaining positive internal and external relations with local and central government to share information, discuss and consult on new or complex issues and concerns, and identify new sources of information.

Other

• Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

• Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

• Customer Focused

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- Honours Degree level qualification or equivalent experience
- Relevant professional qualification or equivalent*
- Formal training in quantitative and ideally qualitative analysis, such as statistics, maths, sciences, economics, psychology, geography, finance.

Experience

- Experience of working independently with relevant specialised systems, equipment and/or IT software.
- Experience of identifying and addressing gaps in the evidence base by acquiring primary and secondary data.
- Experience of preparing, producing and using analysis to inform and support policy/strategic decisions.
- Experience of producing and presenting data analysis and findings that are relevant for different users' needs and levels of technical understanding.
- Experience of producing and presenting data analysis and findings through a variety of mediums (reports, data visualisations, presentations).
- Proficiency in Excel and ideally good knowledge of, or willingness to learn and use, statistical/econometrics software packages such as SAS, STATA, R, Python. Experience of working with REST APIs would be advantageous.
- Experience of developing networks and maintaining relationships with a range of partners.

Essential knowledge, skills & abilities

- Knowledge of, or ability to research, relevant regional/national policies, strategies and initiatives, and an understanding of the potential impacts on the local landscape.
- Knowledge of, or ability to research, political, economic and social/demographic developments and an understanding of the potential impacts on the local ecosystem.*
- An awareness of the productivity and skills issues within Lancashire's priority industrial sectors.*

- An ability to analyse and marry a range of data sources to produce a robust evidence base to inform decision making.
- Ability to write clear and concise reports with logical recommendations, and to present in writing and verbally complex information to a range of different audiences – this includes effective use of power point.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post*
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive