

Job Description

Directorate:	Growth and Regeneration		
Service:	Lancashire Skills & Employment Hub		
Location:	County Hall, Preston		
Salary range:	SCP 30-35	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 Adult Skills Fund (ASF) will be a key focus, with the postholder responsible for developing and maintaining data systems that support the effective collection, analysis, and reporting of ASF management information.

The ASF is a vital commitment for the Lancashire County Combined Authority (LCCA) from the devolution deal taking responsibility for ASF commencing August 2026. The ASF provides funding to support the engagement of individuals aged 19 and over to equip them with the skills needed to progress to employment, apprenticeships or other learning.

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:

- Source, gather and manage high-quality data from published and primary sources, ensuring reliability and timeliness.
- Identify and address gaps in evidence through data collection and research, including qualitative methods.
- Store, cleanse, and manipulate data securely and efficiently, ensuring compliance with data protection standards.
- Develop and maintain systems and procedures for effective data management and operational delivery.
- Validate and monitor data integrity, including monthly partner data and ILR submissions.

Data analysis:

- Conduct robust analysis of economic, labour market and skills data to inform strategic planning and policy development.
- Apply deep understanding of data sets, their limitations, and relevance to local and regional contexts.
- Perform complex quantitative and qualitative analysis to support performance monitoring and funding decisions.
- Use stakeholder feedback to refine analytical approaches and ensure relevance to user needs.
- Quality assure analytical outputs to ensure accuracy and adherence 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:

- Derive insights and narratives from complex data to shape recommendations and influence decision-making.
- Present findings clearly and confidently to diverse audiences, including partners, committees and the public.
- Develop and maintain performance reporting tools (e.g. dashboards, infographics, Power BI) tailored to user needs.
- Advise stakeholders on interpretation and limitations of analysis.
- Contribute to reports and communications that support policy, programme development and strategic initiatives.

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.
- Project management qualification*

Experience

- A strong understanding of the Adult Education System, including the Adult Skills Fund (ASF) and the Individualised Learner Record (ILR), and be able to apply this knowledge to inform policy and commissioning decisions.
- Experience working independently with specialised systems and software, including the ability to access, manipulate and analyse complex datasets using tools such as Excel, SQL, and REST APIs, with a willingness to learn statistical packages such as R, Python, SAS or STATA
- A sound understanding of data architecture, database design, and business intelligence tools—particularly within the Microsoft ecosystem—is essential, alongside experience of producing analysis using a variety of mediums including reports, dashboards, and presentations
- Experience in identifying and addressing gaps in the analysis by acquiring both primary and secondary data, and in applying statistical and analytical techniques to generate insights that support strategic and operational decision-making.
- Experience in preparing and presenting data analysis tailored to different audiences, ensuring outputs are accessible, relevant, and impactful across varying levels of technical understanding.
- A clear understanding of data governance and compliance is required, including familiarity with legislation such as the Data Protection Act, Freedom of Information Act, and Equalities legislation, and the ability to apply these principles in practice.
- Experience in working within structured project and service delivery frameworks such as ITIL and PRINCE2, particularly in the context of business change, ICT, or adult skills delivery.
- Experience of developing and maintaining effective working relationships with a range of partners—including local authorities, government departments, education providers, and technical teams—is essential, as is the ability to promote the use of evidence in decision-

making.

- Experience of training or supporting others in data and information skills, and a commitment to continuous improvement in the use and communication of data.

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 PowerPoint
- Excellent organisational and communication skills are required, with the ability to manage priorities and explain decisions.
- Experience in applying research methods and audit techniques.*

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Always display the LCC values and behaviours 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