



Job profile

Policy & Research Assistant

Grade D

Group: Communities & Environment

Service: Economic Development

Location: Civic Centre

Line Manager: Economic Policy & Partnerships Unit Manager

Car User Status: N/A

Job Purpose

To assist in the administration of an effective economic policy and partnerships function.

The key roles of this post will include:

1. To assist in economic research and evaluation activities, including the collection, analysis, interpretation and presentation of data and information.
2. To assist in the collection, analysis, interpretation and presentation of financial and performance management information.
3. To assist with the provision of regular data and information to internal stakeholders and colleagues, the public or other interested bodies concerning the work and the achievements of the group
4. To assist in the development, maintenance and review of on and offline information systems, including the input and retrieval of data.
5. To provide general administrative support to facilitate the smooth running of the unit and service including dealing with correspondence, minute taking and organising meetings and events.
6. Such other responsibilities that is appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Basic quantitative and qualitative research and evaluation techniques
- Excellent working knowledge of spreadsheet and database software e.g. MS Excel & MS Access
- Working knowledge of statistical software packages e.g. SPSS, Crystal Reports

Experience

- Working accurately to deadlines under minimal supervision
- Communicating effectively, both verbal and written, in a busy and pressured environment
- Minute taking
- Working independently as well as part of a team

Qualifications

- 5 GCSE's (or equivalent) Grade C or above including Maths and English

Desirable:

Knowledge

- Advanced techniques for research and evaluation and the analysis and reporting of data
- GIS software

Experience

- Undertaking research and evaluation in a local government policy setting

Qualifications

- Educated to A-Level standard or equivalent
- A formal IT qualification



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences