

North of Tyne Combined Authority

Job Description



Post Title: AEB Analyst (A4400)

Evaluation: 573 Points

Grade: N8

Responsible to: Head of inclusive Growth

Responsible for: N/a

Job Purpose: To lead the development, delivery and commissioning of the research and analysis functions for North of Tyne Combined Authority and assist in the support and development Adult Education, Employment and Skills

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To lead the policy development and its implementation in relation to innovative, intelligence-led, evidence-based business processes including data analysis, consultation and evaluation, to ensure compliance.
2. To co-ordinate and lead the production of intelligence products and reports necessary to support the Combined Authority's priority setting and strategic and operational business planning.
3. To lead the information sharing, information security and data protection requirements; including policy development, implementation and review of Information Sharing Agreements across the partnership and partner organisations.
4. To lead the development, implementation and review of open and closed data and information sources.
5. To lead the strategic development, co-ordination and governance for research and analytical functions in relation to Adult Education, Employability & Skills across the Combined Authority.
6. Liaise and establish relationships across the Combined Authority and with partners including the public, private, community and voluntary sectors,

academic and research institutes to improve the research and analysis functions.

7. To assist in mainstreaming processes that support research, analysis and information sharing, advising and supporting directorates and partner agencies.
8. To develop and co-ordinate the production of robust evidence-base to support relevant policy and strategy initiatives across the Combined Authority.
9. To advise the Combined Authority's, partner organisations and partnerships, including agencies of regional and central government, on relevant research, analysis and Adult Education, Employability & Skills at a local, regional and national level.
10. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.