



North East Local Enterprise Partnership

Person Specification

Job Title:	LEP Analyst
Service:	North East Local Enterprise Partnership
Responsible To:	Skills Programme Manager
Salary:	N7 Points: 515 (£28,785 - £32,029: Pay award pending)
Term	1 year fixed-term
Host Employer:	North of Tyne Combined Authority

Experience & Qualifications

1. Degree (undergraduate and/or postgraduate) in Economics, Statistics or a similar subject.
2. Experience of designing and undertaking high quality data analysis with a focus on skills.
3. Experience of designing research projects, including the selection of research tools and methodologies with a focus on skills
4. Experience of undertaking desk research.
5. Experience of communicating findings and insights effectively to wide range of audiences, including to inform programme design and development within an organisation.
6. Experience of working collaboratively with others.
7. Evidence or detailed understanding of working effectively within a 'political' environment, providing clear, balanced advice and guidance.

Ability, skills and knowledge

1. Knowledge of sources of data relevant to the North East Local Enterprise Partnership's role and responsibilities.
2. Ability to gather data from multiple sources and in multiple formats.
3. Understanding of data quality issues and techniques for resolving common quality issues.
4. Excellent knowledge of Excel (essential). Ideally candidates will also have knowledge of R, SPSS, Python or another statistical analysis package (desirable). Knowledge of ArcGIS or another similar GIS package would also be useful (desirable).
5. Ability to create clear data visualisations in Tableau, PowerBI or another similar

package.

6. Capacity to solve problems and innovate when existing methods or techniques are not effective.
7. Experience in undertaking desk research, including literature reviews and policy reviews.
8. Demonstrate capacity to convey complex ideas, in an objective manner, to audiences with varying levels of subject-area and analytical expertise.
9. An understanding of economic development and the role of local enterprise partnerships.
10. Ability to build and maintain effective working relationships with colleagues, partners and stakeholders and work as part of a team.
11. Ability to manage a workload of several projects, including excellent organisational and time management skills
12. A willingness to undertake training and development whilst in the post.

Personal Attributes

1. Committed to acting corporately and collaboratively – inside and outside the organisation.
2. An enthusiastic and proactive approach to the delivery and requirements of the role.
3. High-level of drive and motivation to achieve.
4. Strong inter-personal skills including being approachable, persuasive and ability to engage with individuals across the organisation and with partner organisations.
5. Outcome and achievement focussed.
6. Political sensitivity and awareness.
7. Committed to partnership working.
8. Committed to continuous improvement.
9. Commitment to Equal Opportunities.