

Job Description

Job Title: LEP Analyst
Service: North East Local Enterprise Partnership
Responsible to: Skills Programme Manager
Salary band: Grade 7 £29,577 - £32,910
Host Employer: North of Tyne Combined Authority

Primary purpose

- 1.1 The post holder will be responsible for undertaking analysis to support the work of the North East Local Enterprise Partnership (North East LEP) in order to inform policy decisions and strategies.
- 1.2 The post holder will develop reports which will include baseline data and robust evidence around, for example, skills demand and supply, current and future investment priorities and impact of the Covid-19.
- 1.3 The post holder will provide analytical support to key programmes and projects within the North East LEP team and our wider partnerships.
- 1.4 The post holder will provide analytical support to help assess the effectiveness and impact of the North East Strategic Economic Plan, and the programmes and projects undertaken to help deliver these.
- 1.5 The post holder will contribute to the North East Local Enterprise Partnership's evidence base including the preparation of key reports.

Principal responsibilities

- 2.1 Regularly update the baseline analysis of the North East economy, to inform the work of the LEP and future strategic documents produced by the North East LEP.
- 2.2 Use toolkits to continue the work to consider the local economic landscape, including the impact of Covid-19.
- 2.3 To analyse the outcomes from the commissioned specialist analysis that is currently underway across sectors, including mapping of assets and draw robust conclusions.
- 2.4 To work with Programme Managers, Programme Directors and partners across the LEP, provide robust analysis and evidence and to make recommendations to boards on the development of actions to deliver agreed activities.

- 2.5 Identify and recommend, based on good practice, systems and approaches to make data available across the LEP partnership
- 2.6 To provide training across LEP teams regarding data and data analysis.
- 2.7 Work with analyst colleagues across the LEP, the LEP network and the LEP partnership to develop good practice and quality assure outputs.
- 2.8 To undertake any other duties deemed necessary from time to time, as directed by the Directors, Chair or Board.

Key accountabilities and relationships

- 3.1 To contribute to the work of the North East LEP as part of the Executive Team.
- 3.2 To work with key stakeholders including working directly with board members and sub-groups.