

## Job description for a research analyst role at NPI

The [New Policy Institute](#) (NPI), an independent think tank, is recruiting a research analyst. This is an opportunity for someone who wants to develop their experience of using data analysis to help advance public understanding of society and the economy. Strong analytical skills, numeracy, and a capacity to communicate are the core requirements. A degree in economics would be an advantage.

### The work

As part of the small, core team, you can expect to work on several of the dozen or so projects we conduct each year. Our projects require a mix of data analysis, policy appraisal and qualitative research. They cover a wide range of subjects, often with a strong local or regional focus. Current and recent projects include: updating our work measuring economic justice in the West Midlands; understanding the social and economic factors behind the unequal impact of Covid-19 and the policies put in place to contain it; and identifying what local government should do to respond to the climate emergency.

The work requires three sets of skills. The first is the capacity to analyse large datasets and other sources of data. The second is the ability to review research and policy literature.

The third is the ability to communicate. This includes both writing clearly for a variety of audiences, as well as questioning and listening - qualitative research now being an established part of our work.

### The candidate

NPI is an equal opportunities employer and all our jobs are open to anyone, regardless of race, national origin, sex, disability, sexuality, marital status, age or religious belief. We welcome applications from candidates who have their own right to work within the UK.

You will:

- Have a degree in a numerate discipline. A grasp of basic statistics is important.
- Be a confident user of Microsoft Excel, and preferably SPSS (or equivalent).
- Have relevant professional experience. Practical knowledge of one of our areas of interest would be an advantage.
- Share our interest in, and commitment to, this work – and be able to show that.

## Terms and conditions

NPI's office is in London. NPI has continued to work as normal throughout the lockdown, with staff working from home. We expect this way of working to continue for the time being but as the easing of lockdown continues, the job will in due course require attendance at the office on one or two days a week.

The job is offered on the basis of 22.5 hours per week (equivalent to three days). Annual leave is 15 days plus pro-rated bank/public holidays.

The salary offered is in the range £13,500 to £14,500 for a 22.5-hour week, depending on experience. The contract would be for a fixed term of six months which we would hope to be able to extend in due course.

## The application

The application should take the form of a short CV and a covering letter emailed to: [info@npi.org.uk](mailto:info@npi.org.uk). The letter must explain both why you want to work for NPI and why NPI should want you to do so.

The deadline for receipt of applications is 23.59pm on 28<sup>th</sup> June.