

Lead Analyst

Applicant pack

In association with

A foreword from our Chief Executive, **Joe Marshall**



This is an exciting time for our organisation. We are advertising for a number of roles that we hope will be pivotal in taking us to next level. We have had a number of key successes in recent years: we've delivered a major Taskforce on Research and Development; we've launched an innovative online brokerage tool connecting universities and businesses; and we've even begun developing our own analytics tools.

We are now looking to expand the team and bring in new talent with innovative ideas and suggestions to challenge our thinking and ways of working. You will be joining a team already brimming with talent that is drawn from a range of backgrounds. As we push forward with new projects, initiatives and ventures we want to bring in people who want to work collaboratively, to be challenged to do things differently and better - and most importantly for me as the Chief Executive, to be part of making NCUB a great place to work.

We work in a fascinating intersection between universities, business and Government. We are part policy organisation, part membership organisation, and part collaboration hub. We want the UK to be the best place in the world for university-business collaboration and we work with our members and partners in Government to enable this to happen.

We are a small team working in central London and ours is a very hands-on type of place to work where no two days are ever the same. We want to bring people who are curious, and inquisitive, who want to get stuck in and help us genuinely move forward as an organisation.

If you are up for the opportunity, then I will be delighted to find out more about you - and if successful, to welcome you into NCUB.

Joe Marshall

Chief Executive,
National Centre for Universities and Business

About the NCUB

We believe that by working together we can tackle many of the greatest challenges facing the world today. This includes everything from the research and innovations that will help make us healthier, wealthier and greener, to delivering the highly skilled, diverse and adaptable workforce needed to drive the future.

Formed in 2013 following a review for the Government on business-university engagement in the UK, the National Centre for Universities and Business (NCUB) is focussed on making the UK the best place in the world for universities and businesses to collaborate.

As a leading authority on collaboration between business and the UK's world-leading universities, our role is to help unlock the benefits of working together by building knowledge and creating the right conditions for collaboration and innovation.

We achieve this by carrying out cutting edge research, gathering data, insights and information from businesses and universities through surveys, interviews, workshops or roundtables. We then use this research, working closely with our strategic membership of university and business leaders, to identify and recommend changes in policy and practice.

Now, more than ever, we need the learning and shared skills that can only come from working together, in order to have a stronger UK with a flourishing economy, a united society and positive impact.

NCUB has its roots in The Council for Industry and Higher Education (CIHE) and our work is overseen by a Board comprising leaders from both universities and industry. We are primarily funded through our university and business members and Research England.

The NCUB comprises a close-knit team of 20 with a bright, modern office based in the heart of London's Southbank.

Our Activities

NCUB focusses on a range of issues relevant to university-business collaboration, carrying out cutting-edge research in areas related to innovation and skills.

We don't believe that universities or businesses alone hold the answers to tackling the world's greatest challenges, but we work instead to establish a collective voice united behind a shared purpose. As well as conducting research and gathering evidence ourselves, we also work in close partnership with domain experts in academia and the private sector. This includes a strategic partnership with the University Commercialisation and Innovation Policy Evidence Unit based at the University of Cambridge.

We're innovators, developing our digital portfolio and analytics expertise, so partnerships we initiate are more meaningful and insightful. Our relationships with UK Research and Innovation and the Government mean we're a voice of influence and our members' views are heard.

Research & innovation

The UK has a world-leading academic research base and universities full of invention and new ideas. For many businesses in the UK, harnessing the power of research and innovation is critical to their future success.

Research and innovation will lift UK productivity and lead to further advances in technology, medicine, energy and strengthen our economic and industrial base. A more research-intensive, innovation-led economy would give the UK a globally competitive advantage, drive economic growth across many regions of the country and also deliver a more sustainable, equitable and resilient society.

Our research and innovation projects explore how the UK's ambitions for a more research-intensive society and innovation-led economy can be delivered through greater collaboration between industry and academia. We investigate a wide range of issues, such as how collaboration can help encourage private sector research, the multifaceted impacts of the Covid-19 pandemic on collaborative research and innovation activities, and what motivates businesses to interact with universities.

Some of our most recent projects can be found here: <https://www.ncub.co.uk/about/what-we-do/research-innovation/>

People, skills & talent

Our economy is driven by people and education and skills policy underlies many of the country's socio-economic aspirations. From driving a more research-intensive, innovative economy and enhancing social mobility, to improving opportunities and diversity and inclusion and finding more sustainable ways to live.

We believe that employers, educational institutions and government must work together closely to address existing gaps and challenges in the labour market, but also anticipate the future talent the UK will need. Our Skills and Talent projects look at how universities and businesses can best work together to prepare students for the current and future labour market. We work to ensure that higher education is a route open to all and that we have the workforce required for the fourth industrial revolution and an advanced knowledge economy.

Some of our most recent projects can be found here: <https://www.ncub.co.uk/about/what-we-do/people-skills-talent/>

konfer

With funding from Research England NCUB has established an online brokerage service, which inspires and enables more collaborations around the UK, particularly within the SME community. konfer makes more connections possible, allowing businesses and universities to search a large catalogue to find collaboration partners and opportunities and has become an essential component of the UK's research and innovation infrastructure. *Read more about konfer here: <https://konfer.online/>*

NCUB Analytics

An insights service that helps leaders and policymakers access new and real-time data on the UK's research talent, capabilities and investments, to answer the most pressing questions that research performers, funders and policy makers face. Our analysts and policy team are experienced in not only making sense of complex findings and data, but also developing innovative techniques tailored to the needs for new evidence. Through our network of government, academic and business leaders, we ensure that our analytical insights are timely, focussed and robust.

Using novel technology and techniques, we provide insights into a span of areas. Our data maps the UK's research strengths and capabilities, offers unique insights into university-business connections, explores the impact of public research funding on business growth, and analyses the career pathways of the UK's researchers. Our offerings range from policy and insight reports, to comprehensive data dashboards and tailored surveying.

The Opportunity

Opportunities to develop and lead ground-breaking data analytical work and play a key role in national policy don't often arise, but this role offers such an opportunity.

If successful, you'll join the NCUB at an exciting time in our development as we take on new analytical work and start the process of establishing a new insights service: NCUB Analytics.

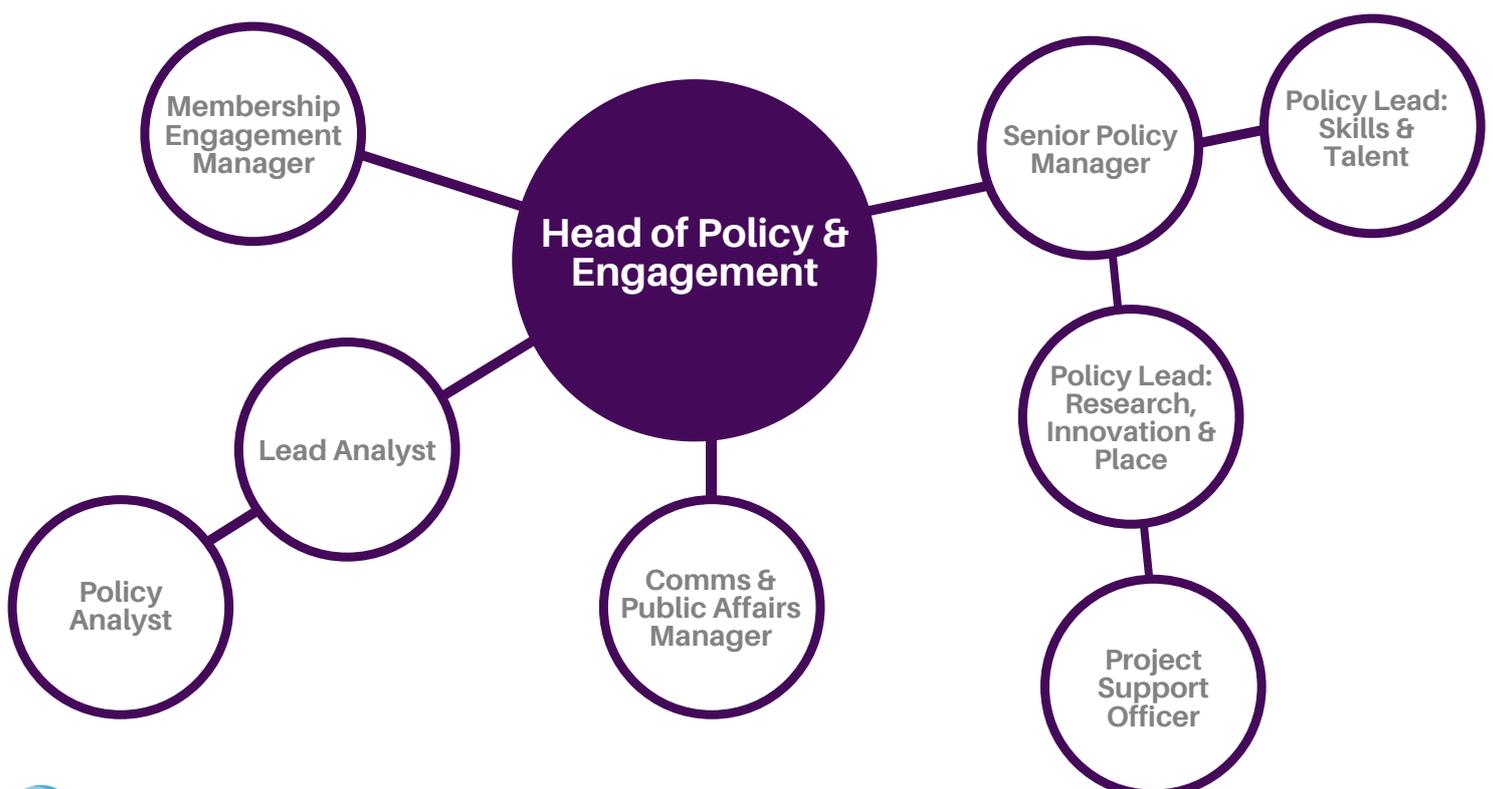
The Lead Analyst will play a fundamental part in developing NCUB Analytics, which will help leaders and policymakers access new and real-time data on the UK's research talent, capabilities and investments using modern technology in new and innovative ways to develop evidence and underpin policy.

Specifically, you'll help to shape NCUB's research programme and provide the technical expertise, playing a strategic role in growing our analytical capacity and capabilities, and enhancing our reputation for high quality research, innovation and skills analysis.

This is an analytically demanding role, and the successful candidate will offer expertise in statistical analysis, a conceptual grasp of statistical methods and experience of using data to identify and explore new questions

About the Department:

The policy and engagement team of 9 is responsible for the formation of policy and its communications through member and wider stakeholder engagement.



Job Description & Person Specification

Job Title:	Lead Analyst
Responsible to:	Head of Policy & Engagement
Responsible for [direct reports]:	Policy Analyst
Contract terms and location:	Salary £45-55,000. Permanent, full time. London SE1 (hybrid office/homeworking by negotiation). <i>Some travel for work may be necessary.</i>

Overall Purpose:

As Lead Analyst you'll play a fundamental part in developing NCUB Analytics, which will help leaders and policymakers access new and real-time data on the UK's research talent, capabilities and investments using modern technology in new and innovative ways to develop evidence and underpin policy.

You'll also help maintain and grow our reputation for high quality analysis on research, innovation and skills. Specifically, you'll help to shape our research programme and provide technical expertise, playing a strategic role in growing our analytical capacity and capabilities.

Responsibilities:

- Provide an expert strategy, advisory and scrutiny role for all NCUB research and evidence building
- Work collaboratively with stakeholders and the Policy and Engagement Team to identify gaps in the existing evidence base in areas of interest to NCUB
- Provide ideas and proposals on how to fill these evidence gaps, which should include consideration on whether to commission research or undertake research in-house
- Deliver and/or commission analysis and provide technical supervision of NCUB evidence outputs, working with the Policy Analyst
- Building NCUB's growing network of analysts, policy experts and academics
- Develop and implement an NCUB 'data for analysis' strategy with NCUB's Head of Policy and Engagement, including:
 - Leading the further development of NCUB data and analysis infrastructure, including the development of a secure data lab and embedding the use of data analytical/ visualization software
 - Developing processes for NCUB data purchase/ collection, analysis and quality control
 - Deliver cultural change across the organisation to more firmly embed data-driven approaches to all aspects of NCUB's policy work and aspects of its operation

- Communicate data and analysis outputs with clarity, working collaboratively with the Policy Leads and Communications and Public Affairs Manager
- Work as a committed and effective member of the Policy and Engagement Team, contributing to the wider knowledge and development of the Team and mentoring Policy Researchers and Analysts.
- Undertake any other duties commensurate with the role

Person specification:

Essential:

- A University Degree in Economics, Statistics or a related subject (or equivalent experience)
- Advanced expertise in statistical analysis, with a conceptual grasp of statistical methods and using data to identify and explore new questions
- Proficiency in Excel and SPSS, R and/or STATA
- Able to manage multiple complex projects simultaneously from initiation through to delivery
- Knowledge of analysis techniques and methodologies, with an understanding of how best to apply them to different situations.
- Knowledge of data collection and cleansing techniques
- Experience of (and interest in) conducting research and analysis in areas relevant to R&D, innovation and/or the labour market
- Capable of communicating complex and technical information and data clearly
- Capable of designing and leading projects, directing and supporting a team.
- Knowledge of relevant regulatory requirements, such as GDPR
- An interest in NCUB's core mission and a commitment to its values

Desirable:

- Experience in commissioning quantitative research from external organisations, including academics
- Experience of working in a policy and/or membership organisation
- Experience collaborating cross-functionally with stakeholders in other organisations
- Experience in the use of machine learning techniques and/or natural language understanding

NCUB supports flexible working and would consider candidates from across the UK, provided they are happy to travel into central London at least once a week and as required.

Additional Details

As well as flexible working, staff benefits at the NCUB also include:

- 25 days paid holiday in addition to bank holidays
- Christmas closure (normally 3 days per year)
- Employer pension contribution of 5% (on top of the 5% employee contribution)
- Benenden Healthcare scheme
- Rolling annual training and development plan to ensure that we can offer all of our team appropriate training and development opportunities.

'One NCUB' is an ongoing culture project supported by external consultants which involves the whole staff team and ensures that everyone gets to decide what kind of organisation we want to be and what kind of workplace we want to have.

Also, as our office space is within LSBU, we can offer the following perks offered to employees at the university:

- *Access to LSBU's gym from £10 per month* (this is a rolling contract and can be cancelled, giving 1 months' notice. They also offer as well as pay as you go options Gym £6 each, classes £7) membership includes access to all classes and equipment and personal trainer options: <https://www.lsbu.ac.uk/student-life/academy-of-sport>.
- *Chinese Medicine sessions*, including acupuncture, cupping, massages and more (These are performed by students in a controlled and assessed environment) : <https://lsbu-confucius.london/>.
- *Access to apprenticeships at LSBU*: <https://www.lsbu.ac.uk/study/apprenticeships>
- *Discounts on courses* offered at Lambeth college

How to apply:

The closing date for applications is **9am on Monday 18th October**.

Applicants are requested to send **a tailored CV (maximum 3 sides of A4) to Julian@memcom.org.uk**.

For an informal discussion on the role, please contact **Julian Smith**, our retained consultant at Memcom executive, via Julian@memcom.org.uk or on **020 7148 6749**.

Interview dates:

Shortlisted candidates will be invited for interview on **Friday October 22nd**.