

Policy 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 a 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

We have an exciting opportunity for a Policy Analyst to join the National Centre for Universities and Business's (NCUB) Policy and Engagement team based in Central London.

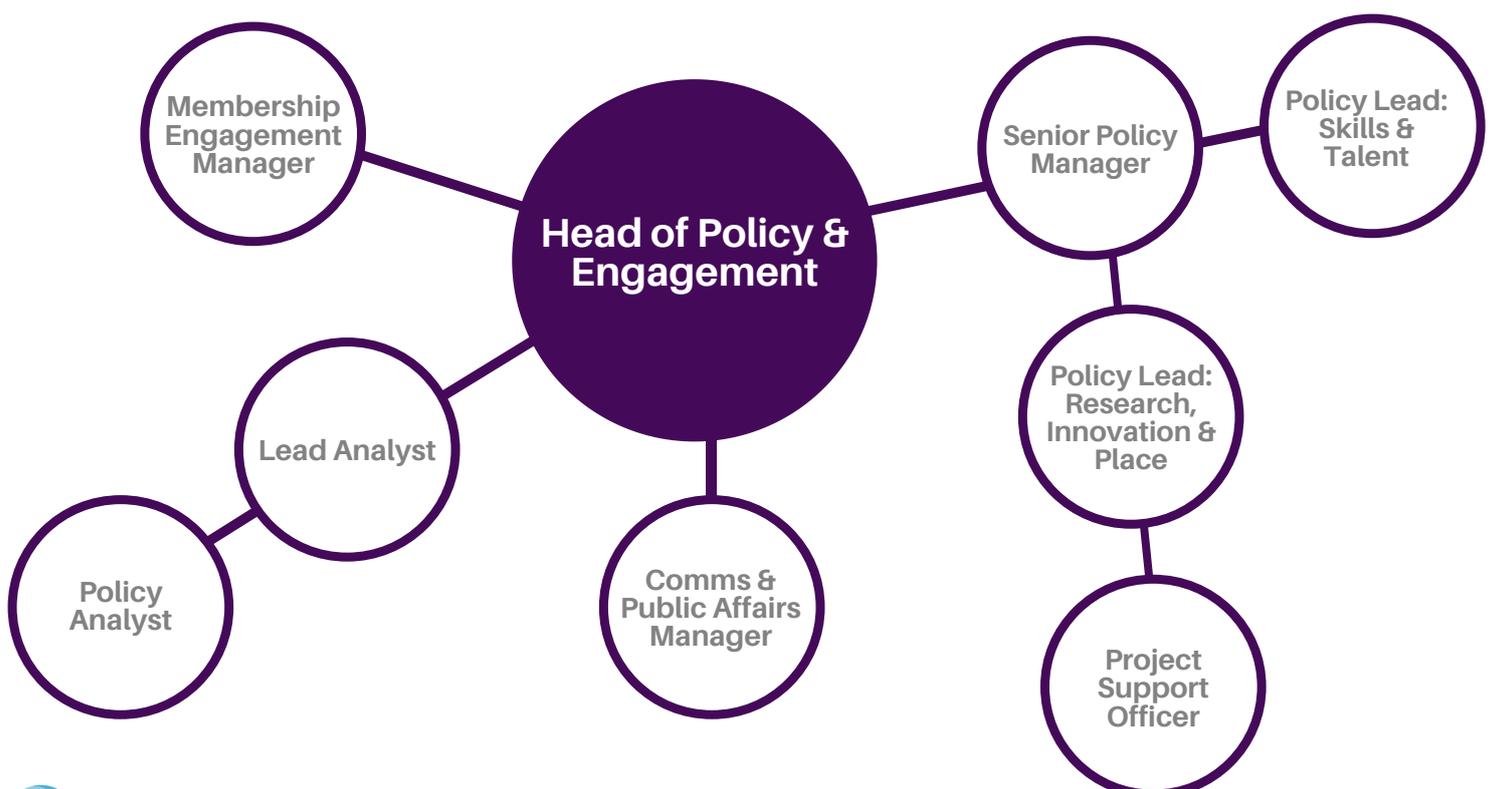
You will play a critical role in helping NCUB to remain at the forefront of emerging research and policy thinking, developing and presenting analysis on key issues related to research, innovation and skills.

You'll be inquisitive, analytical and collaborative, bringing significant expertise in collecting, analysing and interpreting evidence. On a day to day basis, you'll monitor statistical updates, such as labour market, research and innovation data from the ONS, as well as data releases by the Higher Education Statistical Agency and UCAS.

The policy analyst will also play an integral role in NCUB's research projects, supporting the collection and analysis of evidence. This includes helping to shape the development of NCUB Analytics - a new insights service that helps 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.

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:	Policy Analyst
Responsible to:	Lead Analyst
Responsible for [direct reports]:	None
Contract terms and location:	Salary £30-36,000. Permanent, full time. London SE1 (hybrid office/homeworking by negotiation). <i>Some travel for work may be necessary.</i>

Overall Purpose:

The appointee will play a critical role in helping NCUB to remain at the forefront of emerging research and policy thinking, developing and presenting analysis on key issues related to research, innovation and skills.

Candidates will be inquisitive, analytical and collaborative, bringing significant expertise in collecting, analysing and interpreting evidence. On a day to day basis, the appointee will monitor statistical updates, such as labour market, research and innovation data from the ONS, as well as data releases by the Higher Education Statistical Agency and UCAS.

The appointee will also play an integral role in NCUB's research projects, supporting the collection and analysis of evidence. This includes helping to shape the development of NCUB Analytics - a new insights service that helps 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.

As part of this, the Policy Analyst will work with the konfer digital innovation brokerage team at NCUB: the konfer platform and data engine that underpins NCUB Analytics.

Responsibilities:

- Help identify, monitor and analyse relevant statistical updates, including data from the ONS, HESA and UCAS, sharing findings and insights across the team
- Contribute to NCUB's research projects as part of a team, this includes:
- Recommending existing sources of evidence and data, undertaking literature reviews and sharing insights across the team
- Supporting the collection and analysis of primary evidence, such as supporting the design, collection and analysis of surveys
- Supporting the commissioning of research and analysis from external academics, consultancies and others, working closely with the Lead Analyst

- Support the communication of outputs, this includes contributing to blogs, briefings and presentations, as well as research reports and data visualisations
- Support the development of NCUB Analytics, helping to analyse the insights it produces and providing feedback on how experimental approaches to collecting new data could be improved in future
- Help monitor and evaluate NCUB's impact by reviewing where NCUB evidence and recommendations are being deployed
- Support the konfer team, contributing to the day to day operational delivery of the service, including supporting processing collaboration opportunities and setting up targeted campaigns to users.
- To undertake any other duties commensurate with the role

Person specification:

Essential:

- A University Degree in Economics, Statistics or a related subject (or equivalent experience)
- Proficiency in Excel and SPSS and/or STATA
- Demonstrated expertise in statistical methods
- Knowledge of social science data sources and the ability to monitor statistical releases
- Able to identify and interpret statistical trends and relationships
- Experience of writing and presenting findings from analysis to a non-technical audience
- Able to take initiative and work unsupervised, seeking out opportunities to contribute and assist team members
- Strong interpersonal skills and the ability to work flexibly as part of a small team
- An interest in NCUB's core mission and a commitment to its values

Desirable:

- Experience of using datasets commonly used by NCUB, including HESA, UCAS, ONS R&D data and labour market data
- A creative ability to think of new areas of analysis
- An understanding of higher education, research or innovation policy

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 **Tuesday October 26th**.