

JOB DESCRIPTION

Job Title: Data Analyst
Line Manager: Director, Centre for Metrics
Department: Policy

THE INSTITUTE

The Legatum Institute is a London-based think-tank with a mission to create a global movement of people committed to creating the pathways from poverty to prosperity and the transformation of society. We do this through raising up leaders of character, restoring an ethical vitality to all sectors of society, and developing the practical solutions and data tools that will help build open economies and empowered people within inclusive and peaceful societies. One of the ways we do this is through creating a number of Indexes within our Centre for Metrics, that provide clear, accurate metrics, and supplementary in-depth research that identify barriers to strengthening prosperity in the UK and across the World.

PURPOSE

We are looking to engage a curious and self-motivated Data Analyst, who is passionate about data and excited by the prospect of using data and analysis to help tackle major socio-economic challenges and unearthing key insights and opportunities. The post-holder will have a range of responsibilities including developing datasets and combining them in a way that will unearth insights to help formulate policy options for national and local leaders.

ACCOUNTABILITIES

Data Analysis and Presentation

- Working with colleagues in the Centre for Metrics team, refine update and contribute to the development of the Institute's suite of Indexes (including the Global Prosperity Index, the United States Prosperity Index, and a new UK Prosperity Index), with a particular responsibility for certain parts of these Indexes, and to identify how prosperity is evolving
 - Identify key findings from the Indexes and augment with research sourced from policy journals, newspapers, academic papers etc, creating insight that will help drive change
 - Formulate hypotheses for how these questions can be addressed, including the component topics and the possible data-assets to explore
 - Undertake analysis to derive new insights into the trends and patterns and drivers of prosperity
 - Using appropriate techniques, derive meaningful insights from complex data, reports, and other sources
 - In light of findings, assemble conclusions, including via oral presentations and in written format
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KEY WORKING RELATIONSHIPS

Internal: Director of Policy, Director of Metrics, Communications Director, Senior Leadership Team, Head of UK Prosperity Unit, Deputy Head of UK Prosperity Unit

External: Key stakeholders, advisors, academics and policy-makers

PERSON SPECIFICATION

Experience and Knowledge

- A degree in a field involving quantitative analysis or economics
- 1- 3 years prior experience as a data analyst, economic analyst, policy analyst or in a similar role is desirable
- Excellent IT skills with knowledge of typical data analysis tools (e.g. Python, R, SQL, Stata and SPSS) and Microsoft Office (Excel, Word, PowerPoint)
- A strong interest and track record in data analysis and public policy, social and economic affairs
- Experience of using research to augment quantitative analysis is desirable
- A proven background in producing and communicating high quality analysis in written and presentation form
- Experience in handling and manipulating large datasets
- Strong data and analytical skills, ideally rooted in a quantitative degree or field and experience in using this analysis to develop compelling fact-based written narratives

Skills

- Strong capabilities in data-driven research, including problem structuring, hypotheses formulation, statistical analysis, and visualisation
- Ability to ask “why” of data and consider a variety of outcomes before reaching conclusions
- Attention to detail, with a strong awareness of the need for accuracy, quality control and process control
- Strong written and verbal communications and an ability to present problem statements, concepts and conclusions to a variety of internal and external stakeholders including experts and policy-makers through reports, presentations and other written output
- A team player, with the ability to plan and manage their programme of work to agreed timelines

Personal Attributes

- Has a positive approach, optimism, and hope for the future
- Warm-hearted towards others, willing to help, and generous of time and knowledge
- Holds oneself and others accountable, committed to doing the right thing
- Has vision and desire to create value for the long term – willing to be flexible and take risks
- Self-motivated and able to drive activity forward
- Eager to learn and easy to coach, seeking-out and considering the opinions of others
- Good judgement about when to use initiative and when to consult
- A hard worker who sets ambitious goals and perseveres to achieve them
- Consistently performs at a high level, pays attention to detail

GENERAL RESPONSIBILITIES

The post holder should undertake such other duties within the scope of the post as may be reasonably requested by their manager. This job description reflects the main responsibilities of the post. From time to time, there may be some changes in the emphasis to the duties or tasks without altering their general character or the level of responsibility. Should significant changes to the job description become necessary, the post-holder will be consulted, and the changes reflected in a revised job description.

HOW TO APPLY

Please submit a CV and covering letter to jobs@li.com by Friday 2nd October 2020. If a suitable candidate is found before this date, we may appoint and close the position early. Please note, candidates who have applied within the last six months will not be considered.