

Centre for Local Economic Strategies (CLES)

JOB DESCRIPTION

Position:	Analyst / Senior Analyst
Reports to:	Associate Director
Prepared:	December 2020
Salary	£22,000 - £30,000 / £30,000 - £39,000

MAIN PURPOSE OF JOB

To deliver policy, analysis, membership, consultancy and advisory work for the Centre for Local Economic Strategies (CLES). In doing this, you will contribute to the success of the Centre.

DUTIES

- To deliver services to our client/member base with publications and tailored research activities.
- To deliver work under the direction of others, by:
 - conducting interviews
 - facilitating focus groups
 - facilitating workshop sessions and organising events
 - analysing and interpreting findings
 - undertaking data and impact analysis
 - report writing
 - delivering presentations
 - any other methods appropriate to the work
- To play a leading role in our quantitative data analysis and presentation.
- To support the organisation in delivering events and training.
- To represent the organisation at external events through contributing to debate.
- Any other duties as requested by the Chief Executive and senior management team. There will be occasional work and travel outside of regular working hours.
- CLES actively welcomes applications from all sections of society. Our aim is that we are truly inclusive, and we are committed to a culture where diversity is celebrated.

The senior analyst must also:

- To assist in winning work through soliciting and responding to invitations to tender and developing relationships with CLES clients, members and research foundations.
- To assist in the project management and the delivery of work, including:
 - Budget control
 - Timetable and deadlines
 - Client relations
 - Ensuring quality