



Centre for Social Justice – Job Description

Data Analyst

Job Title:	Data Analyst
Reporting To:	Head of Education
Contract Type:	Three year fixed term
Location:	Westminster, London
Salary:	Dependent on experience
Apply:	Please read the job description in full. If you feel you qualify for the role, please send your CV and a covering letter to recruitment@centreforsocialjustice.org.uk

THE ORGANISATION

Established in 2004, the Centre for Social Justice is an independent think tank that studies the root causes of Britain's acute social problems, and aims to address them through recommending to government practical, workable policy interventions. The CSJ's vision is to give people in the UK who are experiencing the worst multiple disadvantage and issues of injustice, every possible opportunity to reach their full potential.

The majority of the CSJ's policy work is organised around five pathways to poverty, first identified in our ground-breaking 2007 report, *Breakthrough Britain*. These are: educational failure; family breakdown; economic dependency and worklessness; addiction to drugs and alcohol; severe personal debt. In March 2013, the CSJ report *It Happens Here*, shone a light on the horrific reality of human trafficking and modern slavery in the UK. This report led to the passing of the Modern Slavery Act, which gained Royal Assent in March 2015.

THE ROLE

The Centre for Social Justice is looking to appoint an intellectually curious and self-motivated data analyst to work in the CSJ's Education Policy Unit.

The successful applicant will be comfortable with investigating big data sets to uncover new statistics aligned to our goals. The successful candidate will support ongoing work to build on the findings and recommendations of our recent report "Providing the Alternative", which exposed several deeply concerning realities regarding the nature of exclusions and the support that exists beyond. We are now putting forward a major research/policy drive in this area, with a view to informing systemic change in our education system - both to eliminate avoidable exclusions and improve the quality of alternative provision.

THE PERSON

- A good-quality degree in a field involving quantitative analysis and methods, or equivalent skills and experience (essential).
- Excellent IT skills with technical knowledge of quantitative methodologies and software packages (one or more of SPSS, Stata, R Studio) (essential)
- Demonstrable ability to conduct quantitative analysis and propose new data projects to inform the development of policy (essential).
- Self-starter and able to make recommendations on the analysis of data (essential).
- Ability to communicate well with colleagues and explain complex information to internal and external audiences (essential).
- A strong appreciation of the need for accuracy, quality control and process control (essential).
- Ability to plan programmes of work and manage to agreed timelines (essential).
- A commitment to the CSJ's vision, mission and values (essential).

MAIN RESPONSIBILITIES

Responsibilities for this post will include, but will not necessarily be limited to:

- Providing quantitative analytical support and expertise to help inform evidence-based public policy solutions.
- Managing and maintaining large databases to support the generation of indicators/metrics.
- Developing instruments for primary data-driven research, including problem structuring, hypotheses formulation, statistical analysis and presentation of results.
- Communicating (both verbally and in writing) complex data, concepts and conclusions to a variety of internal and external stakeholders including experts and policy-makers through reports, presentations and other output.
- Translating results of analytic and quantitative research into potential policy recommendations.
- Managing working relationships with external stakeholders.

Other duties that may arise from time to time.