

JOB DESCRIPTION

Department: Partnerships, Public Affairs and Family Outcome	
Job Title: Research Data Analyst	Job Grade: E
Responsible to: Head of Policy, Research and Evaluation	Date: July 2024
<p>Purpose of Job:</p> <p>The research data analyst will work with support from the Head of Policy, Research and Evaluation to develop an internal centre of expertise for robust, meaningful analysis of our research data to enable Family Fund to deliver on our strategy. In particular the analyst will be focusing on the need for and impact of Family Fund grants and services.</p> <p>The research data analyst will develop and deliver statistical insights for a range of evaluation, research and public affairs topics, including meeting funder reporting requirements, supporting influencing work to improve outcomes for disabled and seriously ill children and young people, and closing the feedback loop between families and continuous improvement of the support Family Fund offer.</p> <p>The research data analyst is a core part of the policy, research and evaluation team and will work closely with the wider Policy, Public Affairs and Family Outcomes directorate. The research data analyst may be called upon to work with colleagues from across the organisation on occasion.</p>	
<p>Duties and responsibilities:</p> <p>Leading efforts to improve data quality</p> <ul style="list-style-type: none"> • Develop data collection plans for all evaluation activities, including data flow diagrams and processes for key technical work. • Ensure that data collection plans meet the requirements of funders and other key internal and external stakeholders. • Regularly revisit data collection processes, i.e. surveys, to update in line with emerging best practice. • Review data collection process to ensure that any emerging needs from key stakeholders are met. • Ensure that data is stored in line with designated processes and deleted in line with existing protocols, and work with colleagues to ensure that these are updated as new best practice emerges. • Use, implement and refine survey data collection using appropriate tools. • Work with colleagues to link data, using SQL (or other relevant technologies), from different databases. • Develop processes for identifying exceptions and inconsistencies in data. • Work with colleagues to develop processes for resolving exceptions and inconsistencies. <p>Leading statistical data analysis</p> <ul style="list-style-type: none"> • Work independently to develop descriptive and inferential statistics. • Take a problem or question and turn it into a research project; determine what the most appropriate data source and analytical method is. 	

- Use a statistical analysis programme, such as SPSS, R, Python or similar to analyse both external and internal data sets.
- Communicate statistical insights to a range of users with a varying level of confidence around interpreting statistics.
- Write technical reports on analysis clearly setting out the methodology and rationale for decisions taken.
- Research and identify suitable sources of publicly available data for use in addressing organisational questions.
- Act as key internal technical leader in statistical analysis, whilst consulting with line manager and stakeholders to ensure that approach is appropriate and proportionate.

Visualisations

- Present data visually e.g. scatter charts with trend lines; box and whisker plots, so that it is easy to understand and suitable for use by colleagues, senior leaders and other stakeholders.
- Use PowerBI or similar to present data in a user-friendly way.

Innovation focus

- Drive innovation by keeping up to date on emerging methods and technologies, and recommend how these can be practically implemented to improve organisational performance.
- Work with wider team to develop and implement quality improvement in evaluation and research where necessary.
- Regularly review how crucial insights are developed, e.g. data source, analytical approach, to make suggestions about how they could be made timelier/with improved quality/with less resource.

Working to support the wider team and organisation

- Contribute towards the development and monitoring of the Policy, Research and Evaluation team plan.
- Work with colleagues to monitor progress against key goals.
- Engage with the Family Fund strategy to contextualise work effectively, particularly in the research space.
- Work with colleagues from across the organisation to embed data driven insight, in particular family experiences, at the heart of all of our work.

PERSON SPECIFICATION

Department: Partnerships, Public Affairs and Family Outcomes		
Job Title: Research Data Analyst		
	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of translating an abstract research question into an analytical project. • Experience of analysing large data sets and working with colleagues to ensure that analysis meets their requirements. 	<ul style="list-style-type: none"> • Comfortable leading projects, including providing guidance to more junior members of staff as required. • Experience of evaluation and improvement methodology.
Skills, knowledge and abilities	<ul style="list-style-type: none"> • Knowledge of inferential statistics including analysis programmes e.g. R, SPSS or Python. • Comfortable with a range of analysis techniques, in particular regression analysis and tests for group differences, but latent class analysis/factor analysis would also be helpful. • Able to make suggestions for the most appropriate analysis technique to answer a particular question. • Knowledge of database management e.g. SQL. • Strong understanding of how to build a credible narrative based on data. • Ability to transparently report and explain analytical decisions made during the conduct of a project. • Attention to detail and commitment to accuracy, including being confident enough to challenge where necessary. 	<ul style="list-style-type: none"> • PowerBI
Education/ Training	<ul style="list-style-type: none"> • Qualified to Masters level in social research methods; economics; public health or similar quantitative data analysis subject or equivalent experience. 	<ul style="list-style-type: none"> • Qualified to PhD level.
Personal attributes	<ul style="list-style-type: none"> • Curious, with an interest in exploring large scale social surveys. • Happy to develop a network with colleagues and peers to ensure that work is of maximum value to the organisation. • Values driven, with a strong drive to improve outcomes for families supported by Family Fund. • Commitment to Family Fund’s values. • Commitment to equity, diversity, inclusion and fairness for all. • Commitment to safeguarding. 	