HOUSING LIN SENIOR DATA ANALYST

REPORTING TO:	Consultancy and Partnerships Manager
LOCATION OF ROLE:	Housing LIN Bristol office, with opportunities for home working. Minimum of 3 days a week in the office required. National travel is required.
HOURS:	Full time, 35 hours per week
SALARY:	Depending on experience, in the region of £28,500 per annum
TERM:	Permanent contract

BACKGROUND AND POLICY CONTEXT

The Housing Learning and Improvement Network (Housing LIN) is a sophisticated network bringing together over 20,000 housing, health and social care professionals in the UK to promote innovative housing solutions for an ageing population and for people with care/support needs.

Reporting to our Consultancy and Partnerships Manager, the postholder will work closely with members of our consultancy team to progress and undertake desk-based and field research and advisory services, and produce evidence-based reports and recommendations for our clients including local authorities, social and private sector housing providers, care/support providers, policy makers, commissioners and research funders.

But there is a lot more to the role: for example, working with our conference, events and communications team, and representing the Housing LIN externally.

Please see below some examples of previous work undertaken by the Housing LIN to give a flavour of the types of projects this role will support.

- Identifying the health care system benefits of housing with care

- Older People from Ethnic Minorities in Kirklees: Housing Needs and Preferences Study

- Housing our ageing population: 2023 refresh

- Housing and accommodation needs assessment for people with learning disabilities in West Wales to 2037

- The TAPPI Inquiry Report: Technology for our Ageing Population: Panel for Innovation – Phase One

The recent Supported Housing (Regulatory Oversight) Act 2023 is likely to have implications for the Housing LIN. This act gives local authorities greater regulatory

and oversight powers of supported housing, including some types of older persons accommodation. The act also requires local authorities to have a greater understanding of the demand for supported housing in their areas. This could potentially influence the demand for Housing LIN consultancy services including the development of supported housing need assessments and associated local supported housing plans.

PRIMARY ROLES AND RESPONSIBILITIES

- To be responsible for the delivery of quantitative and qualitative data analysis and research as part of providing consultancy and research services for a wide range of clients of the Housing LIN's consultancy and research business.

- To lead consultancy and research projects at the direction of the Consultancy and Partnerships Manager and Business Director.

- To support the delivery of all consultancy, research and advisory services provided by the Housing LIN.

- To support and take responsibility for, as directed by the Consultancy and Partnerships Manager and Business Director, producing tender responses that will secure new business; the management of consultancy, research and advisory projects; working effectively with team members, partners, clients, funders and other stakeholders; overseeing delivery of high-quality consultancy, research and advisory reports and other outputs; and ensuring that our work makes an impact on policy and practice.

- To work closely on a day-to-day basis with the Consultancy and Partnerships Manager and Research Officer

- To undertake any other duties that are commensurate with the responsibilities of the role.

Consultancy, research and advisory services

The key roles and responsibilities are:

- To be responsible for producing quantitative and qualitative assessments of housing and care needs in relation to older people and other people with care and support needs making use of secondary and primary data sources to deliver numerical and written outputs to a high standard.

- To be responsible for the development of and subsequent operational use of the Housing LIN's housing assessment model, Strategic Housing for Older People, and its application as appropriate to generate outputs for use in consultancy and research projects.

- To be responsible for the development of and subsequent operational use of the Housing LIN's housing assessment model, in relation to the housing and supported accommodation needs of older people and other people with care

and support needs, and its application as appropriate to generate outputs for use in consultancy and research projects.

- To support the development and refinement of the Housing LIN's housing need assessment models to ensure that they meet current and future clients' knowledge requirements and needs, including producing complex data modelling and designing spreadsheets that will support this modelling with outputs that are robust and valuable to the Housing LIN's clients.

- To undertake other quantitative, economic and financial analyses as required to meet consultancy clients' requirements including researching secondary data sources and making use of this data in intelligent and insightful ways to provide evidence-based insights for use in consultancy and research reports.

- To design, set up and undertake primary quantitative and qualitative research and analysis as required; for example, using tools such as Survey Monkey.

- At the direction of the Consultancy and Partnerships Manager design, manage and deliver multiple consultancy and research projects. This includes liaising with clients/funders, managing projects, ensuring that work is delivered to time and quality expectations.

- To liaise and work directly with the Housing LIN's clients, partners and stakeholders in relation to consultancy and research projects.

- To undertake other research and analytical work, including for example qualitative research such as facilitating focus groups and interviews, as part of consultancy and research projects, as required.

- To produce clear, well written and well-presented high quality reports for internal use and for external stakeholders and clients.

- At the direction of the Consultancy and Partnerships Manger, be responsible for and assist with writing tenders and proposals to secure consultancy and research projects.

- Promote the Housing LIN's consultancy and research services with current and potential clients, partners and stakeholders.

Partnerships

The key roles and responsibilities are:

- Support the development and implementation of the Housing LIN's Business Plan in consultation with senior staff members.

- Build and maintain strong relationships with clients, external stakeholders and communicate the Housing LIN's service and products offers, values and insights.

- Represent the Housing LIN with clients, partners and key stakeholders.

- Represent the Housing LIN as a speaker at events.

- Collaborate with senior management and other Housing LIN staff to demonstrate the impact of the Housing LIN and showcase consultancy and research projects and their outputs in an engaging and effective way.

General duties

- To comply with the Housing LIN's policies and procedures, including equal opportunities and diversity, and to have a personal commitment towards their implementation.

- To work flexibly and respond positively to changing business needs.

- To contribute to the development of service improvements in the Housing LIN's business alongside colleagues.

- Involvement in team and project meetings, away-days, workshops, conferences/events and other groups, as appropriate.

- And undertake relevant training and other learning opportunities or network activities to enhance professional and/or personal development.

Notes

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

WHY WORK FOR US?

We are driven by the desire to create social change and improve the range of housing and support options for our ageing population and other people with care/support needs. We use the term ageing population as a catch-all phrase, we are all ageing; we want to support the development of homes that are future proofed for us all.

We believe in putting people at the heart of decision-making and this ethos extends to our work ethic. We are a small organisation, that is open to ideas from all staff and where everybody's contribution is valued.

We very much welcome applications from minority groups and those under-represented in our workforce. This especially includes people from Black, Asian and Minority Ethnic backgrounds, LGBTQ+ people and disabled people. We value our staff and are committed to making the Housing LIN a great place to work, with excellent benefits:

- We offer a 'profit share' policy. Where and when possible, the Housing LIN will share a percentage of its net annual profits with staff, known as the 'profit share'. This is split equally between all staff and calculated at the end of the

financial year. For interest, for the past 2 years this was £7,000 pa for each member of staff (full time equivalent).

- A pension scheme with employer contributions.
- Tax efficient savings through our Cycle to Work scheme.
- A wide range of learning and development opportunities.
- A work culture where equality and diversity is important and people are valued, respected and know that they matter.
- A small and supportive team with open communication.
- 28 days annual leave (including public holidays) pro rata.

OUR OFFICES

We are kindly hosted by two organisations. We are predominantly based in the Bristol office, but the London office can be used when working in London.

This role will primarily be based at the Brunelcare head office in Bristol.

- Brunelcare's Saffron Gardens, Prospect Place, Redfield, Bristol, BS5 9FF
- PRP Architects, 10 Lindsey Street, Barbican, London, EC1A 9HP

PERSONAL SPECIFICATIONS

	Essential	Desirable
Education		
An undergraduate degree in a relevant subject or with transferable skills.	✓	
A postgraduate and/or professional qualification in a research, housing, health, and/or social care related discipline.		✓
Knowledge		
Politically astute, with some knowledge and awareness of housing and care issues, policy, and practice.	✓	
A sound understanding of the housing, health and social care sectors.		✓
Excellent knowledge of spreadsheets and other software that can be used to support quantitative and qualitative data analysis and presentation	✓	
Knowledge of a range of secondary data sources, e.g. ONS, Government, academic, that can be analysed and used as part of consultancy and research projects.		✓

	Essential	Desirable
Experience		
Up to two years in an analyst/researcher role		✓
Experience using quantitative data to demonstrate trends and needs.	✓	
Experience undertaking complex quantitative data analysis and synthesis.	✓	
Experience undertaking qualitative data research and analysis.		✓
Experience using mixed-method research to gather and analyse data, combining quantitative data and qualitative research to understand consumer preferences and market trends	✓	
Experience of undertaking data analysis using a range of secondary and primary data sources to produce numerical and written reports, evidence-based recommendations and outputs	✓	
Skills		
Excellent quantitative data research and analysis skills, using primary and secondary data	✓	
Strong rapport building and communication skills including ability to present project outputs in a clear and easy to understand way to a non-technical audience	✓	
Ability to design and use spreadsheets and other tools to manage and present data i.e. Power BI	✓	
Excellent oral, typing and written communication skills.	✓	
Ability to build effective relationships, influence and negotiate with internal and external stakeholders at every level of seniority.	✓	
Proven IT, data systems skills, and research project management skills.	✓	
Ability to prioritise a complex and demanding workload, and work on own initiative.	✓	
Ability to develop innovative and practical solutions to challenges.	✓	

	Essential	Desirable
Good team worker with a collaborative approach to work.	✓	