JOB SPECIFICATION – SENIOR ANALYST

Title: Senior Analyst

Areas of work: Evaluation & Research
                  Supporting internal business processes
                  Supporting business development activities

Salary: Circa £24 - 26K depending on level of experience and expertise
                  We are also committed to investing in staff development – all staff receive a
                  minimum of 5 days CPD per year

Location: Home based, with IT to support virtual working.
                  Applicants should ideally be resident in the Central Belt of Scotland to facilitate
                  frequent team interaction, but we would be willing to discuss alternative locations for
                  an exceptional candidate.

Closing date: Wednesday 26 February

Key responsibilities (dependent on prior experience):

★   Desk research/market research
★   Survey sampling, survey creation and survey management
★   Conducting semi-structured interviews and focus groups with research/evaluation subjects
★   Quantitative data analysis
★   Data visualisation
★   Qualitative data analysis
★   Contributing to production of reports and tenders
★   Managing our project workload planner
★   Identifying tender opportunities
★   Developing and managing tools to support internal business processes (such as business
    development, workload scheduling, social media planning)

Person specification

The most important personal qualities that we look for in team members are:

★ curiosity
★ commitment to making a difference
★ enthusiasm
★ willingness to learn

We want sparky people who get excited by the work Brightpurpose does, and – crucially – the work our clients do. In addition, the table below shows the essential and desirable attributes we're looking for.

Essential skills and attributes	Desirable skills and attributes
Exceptional analytical skills and the ability to make sense of complex information	Practical experience of preparing tenders
Personal organisation skills	Practical experience of creating/using databases
Self-motivation and ability to work independently	Project management skills
Exceptional communication skills – both written and verbal	Health economics
Critical thinking and problem-solving skills	Economic impact assessment
An Excel ninja, comfortable with working with complex and multiple datasets. Specific abilities in: ★ Advanced Excel functions ★ Linking data across multiple sources ★ Cleansing data provided by others (de-duping, identifying and resolving inconsistencies) ★ Making decisions about how to interpret and present data ★ Applying statistical analysis techniques	Advanced data visualisation, such as infographics
Data visualisation	Practical experience of online survey design and set-up
Practical experience of conducting semi-structured interviews and/or moderating focus groups	Experience in conducting consultation with vulnerable groups
Practical experience of qualitative analysis techniques (manual thematic analysis, codification)	Practical experience of using validated measures such as Warwick-Edinburgh Mental Wellbeing Scale

Due to the nature of some of our work, we require all our staff to have an Enhanced Disclosure from Disclosure Scotland. Any offer of employment would be conditional on the applicant securing an Enhanced Disclosure. We would administer and pay for the Disclosure application process for the preferred candidate.

Interested?

If you'd like to arrange an informal chat about the position, contact Helen Highley on 01968 660009.

If you want to apply for the position, email your CV and a letter telling us why you'd be right for the Brightpurpose team to: jobs@brightpurpose.co.uk