JOB SPECIFICATION – ANALYST

Job title: Analyst

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

Salary: Circa £20-22k depending on level of experience and expertise
                We are also committed to investing in staff development – all staff receive a minimum of five days CPD per year

Location: Home based, with IT provided to support remote working.
                Whilst remote working means that we can theoretically work from anywhere, our ideal candidate would live in the Central Belt of Scotland or with good rail access to Edinburgh to enable frequent team interaction in person.

Travel: The role will involve travel within the UK to team meetings and client sites. All travel by public transport will be reimbursed at cost, and mileage (car, bicycle or motorcycle) will be reimbursed at HMRC rates.

Closing date: 10 February 2023

Interview date: 24 February 2023

Key responsibilities:

Quantitative data analysis
- Data wrangling
- Data cleaning
- Exploratory data analysis to identify themes and answer evaluation questions
- Developing explanatory data visualisations

Data management
- Collating monitoring data returns from multi-site projects
- Liaising with sites to ensure timely data returns

Desk research/market research
Survey sampling, survey creation and survey management
Contributing to production of reports and tenders
Identifying tender opportunities

Additional responsibilities depending on experience:

Conducting semi-structured interviews and focus groups with research/evaluation subjects
Supporting analysis of qualitative data

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.

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
- great interpersonal skills

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 using online survey software
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	Information design, such as creating infographics
Critical thinking and problem-solving skills	Practical experience of using validated measures such as Warwick-Edinburgh Mental Wellbeing Scale
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) • Exploring data to develop insights and identify themes • Contributing to decisions about how to interpret and present data • Developing data visualisations to illustrate insights from quantitative data for lay audiences • Applying statistical analysis techniques where necessary	Practical experience of using Power BI
Practical experience of qualitative analysis techniques (manual thematic analysis, codification)	Experience of conducting semi-structured interviews and/or moderating focus groups