

Job Description – Analyst

Job Purpose

To develop KTN's analytical capability to deliver data and services for tracking and improving innovation performance. To provide additional capabilities to KTN's insights team to experiment and evaluate new ways of working and the effectiveness of the organisation's interventions. To provide the analytical expertise to translate the significance of patterns, trends and issues in data available to KTN into engaging and persuasive narratives.

Reporting to: Head of Innovation Insights and Policy

Grade: Knowledge Transfer Manager - grade 1

Salary: £31,447 to £39,310 per annum (depending on experience)

Location: KTN's main office is in the Business Design Centre in Islington, London, with second office in central Edinburgh. Home-based working is possible with the successful candidate being expected to attend KTN's offices and events as appropriate. Some UK travel is also anticipated within the post duties.

Scope: The role will be based in the new Innovation Insights team concentrating primarily on analysing and developing assets generated internally and accessed externally. The scope of the work extends to cover most of the industries and technology sectors across the UK.

As one of several analysts, you will need to be comfortable dealing with the design, management and analysis of original data enquiry as well as investigating existing data sources and exploring new avenues of enquiry in these datasets. You will work as part of a team creating the best possible representations of the data for internal use and publication.

The role will be delivering a varied portfolio of projects simultaneously across the organisation, with a large emphasis on showcasing innovation activities, strengths and capabilities across several industry sectors and different UK regions.

An important part of the role is to better understand and utilise the data which KTN holds on companies in order to be able to prioritise the ones who would benefit most from KTN support.

KTN's mission is to enhance the impact of collaborative R&D in the UK as well as increasing and disseminating KTN's understanding of innovation capabilities within a range of sectors and UK regions. We want to be the best innovation network in the world. This role is important to that in helping to translate the available evidence and technical insights in particular areas.

Key accountabilities

- Enhancing KTN's in-house analytical capability to support KTN's ambition of being the world's most effective innovation network

- Collating evidence of KTN's impact to support KTN and Innovate UK delivery plans
- Evaluating the effectiveness of how KTN operates and continually improves its offer and service to its customers
- Effective support to Directors and Senior Managers in delivery of the Business Plan, enabling year on year improvements in performance efficiency
- Undertaking internal reporting and monitoring KPIs

Job responsibilities

- Developing KTN's portfolio of tools to support innovation effectiveness across the organisation
- Provide technical support and capability in the design and production of a coherent portfolio of data insights/ assets for KTN
- Build internal KTN capability in evidence gathering to support what works in innovation networking
- Taking ownership over internal data and assets regarding KTN's engagement with companies and designing analytical processes to help understand what works regarding our support.
- Support teams across KTN in assessing effectiveness of innovation interventions adopted by other companies and organisations
- Work closely with KTN's CRM manager to extract and monitor meaningful data on KTN's activities to assess progress and effectiveness of KTN interventions with companies
- Strengthening KTN's analytical capabilities through creative approaches in visualizing complex data sets clearly and concisely
- Deliver visually engaging publications, many of which need geographical representation of multi-layered data
- Updating and enriching the profiles of existing datasets such as in relation to Local Enterprise Partnerships (LEPs)

Experience and qualifications

- Degree qualified and with relevant industrial, post-graduate research experience
- Experience in business processes, policy, quantitative analysis or project management
- Ability to analyse and interrogate statistics and complex data sets using relevant software
- Demonstrable experience in using industry standard statistical data analysis packages
- Research and analysis of latest public policy updates
- Good understanding of the Government support for innovation and knowledge of relevant technology policies and their impact is essential

- Experience of working in a busy, high pressured environment and ability to work well under pressure
- Experience of managing individuals and ensuring high performance from a small team

Competencies and Attributes

- Results oriented and demonstrated delivery capability, including for complex projects.
- Experience in handling multiple data sources and extracting meaningful and credible patterns, trends and insights
- Ability to write in an engaging and informative style and convey meaningful perspectives from otherwise unilluminating sources
- Strong communication skills, verbal and written
- Flexibility in responding to diverse requests from other teams
- Adaptability, demonstrated initiative and openness to work in new areas
- Demonstrable teamwork and positively contribute to effective teams