

Job Description – Analyst

Job Purpose

To oversee, co-ordinate and develop KTN's analytical capability to deliver data and services to support KTN's growth. To use data sources more effectively in designing and developing new approaches to shape how KTN engages new businesses and partners across the UK innovation landscape. To build the capacity and profile of the intelligence unit within KTN and to develop external awareness of it with specific external relationships with relevant stakeholders to maximise opportunities for KTN.

Reporting to: Head of Innovation Insights and Policy

Grade: Knowledge Transfer Manager - grade 2

Salary: £37,737 to £49,792 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 sits within the new Innovation Insights team and encompasses aspects of research and analysis in relation to understanding the impacts and trends in innovation and providing suitable evidence and commentary for wider policy makers.

The role will focus on designing the way in which KTN captures and uses data to identify strategic opportunities for enhancing its offer to companies and other organisations across the innovation landscape.

The role involves evaluation of internal and external data and practice, including for enabling the comparison or benchmark of KTN against other innovation agents. It also seeks to build analytical capability in support of external innovation processes, be that through KTN projects or in response to requests from KTN's executive.

KTN's mission is to enhance the impact of collaborative R&D in the UK as well 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

- Collating evidence of KTN's impact to support KTN and Innovate UK delivery plans
- Enhancing KTN's in-house analytical capability to support KTN's ambition of being the world's most effective innovation network

- Providing high calibre scrutiny to the quality of proposals, analytical methods and outputs of the insights team
- Build on our knowledge maps of sector and cross-sector assets, bringing these together in an unprecedented demonstration of UK capability
- Developing the external profile of KTN in relation to informing and leading public discussions in relation to innovation in the UK
- Building and maintaining a network of relevant external contacts who deliver to innovation research and policy
- 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

- Use KTN's own data in new and imaginative ways to explore core questions around innovation good practice
- Ownership of experiments to engage more companies, such as 'Blue Zone' companies and subsequently other completed ISCF and other projects
- Support teams across KTN in assessing effectiveness of innovation interventions adopted by other companies and organisations
- Generate a portfolio for KTN of credible insights on the UK innovation landscape and author compelling pieces for publication
- Seek opportunities to extend the team's analytical support across the organisation in a way which contributes to developing KTN's industry profile/recognition
- Support colleagues within the team and across KTN to ensure that analysis is undertaken in a robust and credible way
- Manage external contractors providing analytical services to KTN on a commissioned project basis
- Create and maintain strong relationships with counterparts in relevant innovation organisations
- Enthusiastically contribute to KTN wide communications (e.g. Yammer) and projects, helping colleagues as required

Experience and qualifications

- Degree qualified and with relevant industrial post-graduate analytical experience
- Ability to analyse and interrogate statistics and complex data sets using relevant software
- Ensuring quality control for validity and robustness in analysis and report writing of colleagues and contractors
- Good understanding of the Government support for innovation and knowledge of relevant technology policies and their impact is essential
- Research and analysis of latest public policy updates

- Experience of working in a busy, high pressured environment and ability to work well under pressure
- Experience of co-ordinating a team of analysts 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 advise others on the most suitable approaches to designing evaluation in order to realise different ways of extracting value from it
- Demonstrable ability to build a coherent portfolio of analysis work
- Experience in using relevant statistics and data analysis packages
- Strong communication skills, verbal and written
- Adaptability, demonstrated initiative and openness to work in new areas
- Demonstrated teamwork - able to both lead and be part of effective teams