Centre for Local Economic Strategies (CLES) PERSON SPECIFICATION		
Position:	**Analyst / Senior Analyst**	
Reports to:	**Associate Director**	
Prepared:	**December 2020**	

		CRITERIA	ASSESSMENT
QUALIFICATIONS/SKILLS/KNOWLEDGE			
	A degree in a relevant discipline	Desirable	CV
	Postgraduate degree in a relevant discipline	Desirable	CV
	Knowledge of and interest in at least one of the following policy areas: • Progressive procurement • Fair employment and just labour markets • Alternative models of enterprise ownership • Making financial power work for local places • Socially productive use of land and property • Participative and representative democracy	Essential	CV, covering letter and interview
	Demonstrable communication skills, both verbally and written	Essential	Interview and Test
	Demonstrable planning/project management skills	Essential	CV and interview
EXPERIENCE OF			
	Demonstrate experience in using and understanding statistics and data, and have advanced Microsoft Excel skills	Essential	CV, interview and test
	Experience of advanced data platforms/statistical tools/programming languages –e.g. 'R', Python, SQL;	Desirable	CV
	Delivering consultancy, policy or research work	Desirable	CV, covering letter and interview
	Working within an organisation focusing on: • economic and/or community development • public policy • public sector reform	Desirable	CV, covering letter and interview
	Experience of GIS software and mapping of data (QGIS);	Desirable	CV, covering letter and interview
	Experience of developing data visualisations using Power BI, Tableau, etc.	Desirable	CV, covering letter and interview
WORK RELATED CIRCUMSTANCES			
	The ability to travel widely within the UK	Essential	Interview