

## JOB DESCRIPTION

<b>Job Title:</b>	Senior Data Analyst (wellbeing measurement)
<b>Managed By:</b>	Director of measurement and policy
<b>Hours:</b>	37.5 hours week (FT post)
<b>Contract Type:</b>	24 months fixed term or 2 year fixed term secondment opportunity
<b>Salary:</b>	£30,000 + benefits

### Background

Happy City is a UK charity with a big mission to ‘make what matters count’. We offer a place-based model of change that puts the wellbeing of current and future generations centre stage. We do this by creating equitable and sustainable conditions for people to thrive.

Happy City’s measurement tools deliver a practical and achievable way to refocus the economy at a local scale. They bridge academic rigour and practical action, linking the best thinking on new economics and resilient communities with the people building those communities on the ground. We have two main measurement tools - our Thriving Places Index (TPI) (we’ve just launched the England TPI 2018, and the Welsh TPI launches later this Spring) and the Happiness Pulse (HP) survey (currently being used by several local authorities in England and Wales). For more on TPI see <http://www.thrivingplacesindex.org> and for the HP see here: <https://happinesspulse.org>.

As our products gain recognition and our customer base builds, we are expanding our Measurement and Policy (M&P) team to meet demand and further develop our work. We have delivered our work to date with a small core team. However, a combination of new Big Lottery funding and an increasing commercial order book means we can now expand and appoint specialist people to key roles.

It’s an exciting time to be part of Happy City!

### Main Purpose of the Job:

The integrity, reliability and depth of our wellbeing data knowledge, expertise and technical skills is a key differentiator for our clients, partners, grant funders and wider network. A key member of the M&P team, the senior data analyst will be our specialist on all things data, indicators and analysis. You will lead on all our data collection and analysis including putting together the raw data content of the TPI and undertaking all the necessary calculations to produce the TPI ‘scorecards’, and shaping our data analysis and reporting for the Happiness Pulse. You will also work with the rest of the team to develop and evolve our wellbeing measurement expertise and insight.

## Key responsibilities:

### Thriving Places Index (TPI)

- Horizon scan and keep up-to-date with developments in relevant indicators within national agencies and other organisations;
- Build relationships with relevant staff within data agencies (ie ONS wellbeing team)
- Develop and maintain a bank of potential indicators for use in future iterations of the TPI and other Indices, and assess their quality
- Establish and maintain a live Excel spreadsheet for the capture and recording of all our TPI data
- QA and spot check data to ensure accuracy (sometimes this is QAing clients' data collection as well as our own)
- Write and maintain TPI user and methodology guide and other supporting materials
- Develop and deliver TPI training to clients, usually performance and policy teams in local government and the health sector
- Project manage and lead on the data elements of client contracts
- Contribute to meetings and presentations to clients, partners and people attending launch events as informed 'expert' voice
- Design and manage structure and storage of all our TPI data
- Contribute fully to the development and evolution of the TPI
- Explore possibilities to automate data gathering process
- Analysis of TPI results and writing up analysis

### Happiness Pulse (HP)

- Assist with the maintenance and evolution of the Happiness Pulse model, approach and content
- Input to the design of 'specialist' Pulse modules (eg Youth, Housing) by researching questions and sources
- Manage data collection and storage of HP responses
- Implement the data analysis approach
- Develop client and general supporting guidance on technical aspects such as sample size and sample representativeness
- Manage validation processes where they are needed
- Design results reporting format

### General

- Contribute expert data analysis advice to the wider M&P team
- Work with our data protection officer to ensure full compliance with General Data Protection Regulations and all aspects of data storage and sharing
- Contribute to the overall development and evolution of our wellbeing measurement and policy direction of travel
- Represent Happy City at external events where appropriate
- Input data analysis expertise to tender responses, work briefs and grant funding bids
- Horizon scan for best practice, emerging issues and policy/legislative changes

### Person Specification

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>● A very good first degree in mathematics, statistics or similar psychology or another social science, which included quantitative research methods</li> </ul>	<ul style="list-style-type: none"> <li>● MSc in mathematics, statistics, psychology or another social science which included quantitative research methods</li> </ul>
Experience, skills and knowledge	<ul style="list-style-type: none"> <li>● At least one year's experience with a statistical package (e.g. SPSS, R or Stata)</li> <li>● Advanced knowledge and experience of Excel</li> <li>● Experience analysing survey data</li> <li>● Experience working with large and complex data sets</li> <li>● Data protection legislation and its practical application</li> </ul>	<ul style="list-style-type: none"> <li>● Expertise in the field of wellbeing measurement or new economics</li> <li>● Experience providing teaching or training in relation to data or quantitative research</li> <li>● Understanding and experience of national indicator sets and of navigating on-line databases such as PHOF, IMD, ONS</li> <li>● Experience designing surveys</li> <li>● Experience working with the public sector, and understanding of their needs</li> <li>● Experience working in civil society sector, or a small organisation environment</li> <li>● Familiarity with wellbeing concepts, ideas and measurement</li> </ul>
Attitudes/ Personal Characteristics	<ul style="list-style-type: none"> <li>● Excellent numeracy skills</li> <li>● A demonstrated commitment to high professional ethical standards and a diverse workplace</li> <li>● Brilliant attention to detail</li> <li>● Excellent organisational skills</li> <li>● Excellent communication skills both verbal and written</li> <li>● Ability to work effectively as a member of a team</li> <li>● Good, independent judgement</li> <li>● Flexible and adaptable approach</li> <li>● Constructive attitude</li> <li>● Ability to anticipate needs, use own initiative and proactively</li> </ul>	<ul style="list-style-type: none"> <li>● Willingness to speak their mind</li> <li>● Ability to think creatively, be proactive and solutions focused</li> <li>● Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership</li> </ul>

	seek out solutions across the organisation <ul style="list-style-type: none"><li>• Commitment to the organisation and its mission</li></ul>	