



Ambitious



Trusted



Collaborative



Innovative



Effective

Job Profile

Job Title	Data Analyst
Location	Central London
Reporting to	Head of Research
Term	Perm
Salary Range	£33,000-£45,000
Pay Level	Professional

We are the national body for careers education in England, delivering support to schools and colleges to deliver modern, 21st century careers education.

The Careers & Enterprise Company is a great place to work. We operate within a fast-paced and collaborative environment. We are brought together by one thing: our passion to ensure young people get the best possible start in life and are supported to find their best next step.

Do you want to be part of a mission-driven team focused on transforming young people’s lives? If so, we’d love to hear from you!

Role Summary

The Careers & Enterprise Company places strong emphasis on data and evidence to drive impact across the Careers Hub network to improve outcomes for young people. With the development of digital tools for Careers Leaders, young people and wider stakeholders, we now have large-scale and growing data that has the potential to provide new insight into effective practice, progress and gaps for the sector. Over 90% of England’s schools and colleges are tracking their careers provision against the Gatsby Benchmarks, 2,000+ secondary schools are using the Compass+ career management tool and during the first two terms of the Future Skills Questionnaire, 20,000 students self-assessed their career readiness.

We are looking to expand our analytic capability with the appointment of a Data Analyst who will work alongside researchers and business intelligence analysts. The role will design and deliver high quality analysis of a range of data sources that supports CEC and the network to achieve our strategic objectives. The candidate will have expert data analysis skills, experience of designing research to address policy and practice evidence needs, and strong skills in communication.

The role will report into the Head of Research and work closely with the Data team.

Key Responsibilities

The main responsibilities include but are not limited to:

- Identifying the potential of CEC's data sets to support the organisation's strategic objectives around impact and effective practice.
- Designing and delivering analysis of large-scale quantitative data relating to young people, careers provision, employers and the Careers Hubs network.
- Contributing to the development of CEC's data strategy across business intelligence and research functions.
- Influencing the development of digital tools to support long-term strategies.
- Communicating findings orally and in reports to a wide range of audiences including internal colleagues, network staff, careers practitioners, the wider sector, policy makers and researchers.
- Promoting an evidence-based approach to delivery across the organisation and network.

Qualifications and experience required

Essential:

- A Masters or Doctoral degree (or equivalent experience) in a quantitative social science discipline e.g. education, psychology, sociology or economics.
- Experience of using advanced quantitative analysis skills using survey and administrative data to address policy questions.
- Experience of writing outputs to a high standard for policy, practitioner and research audiences demonstrated through published reports and articles.

Desirable:

- Experience of designing surveys and measurement instruments.

Skills and core competencies

Candidates must demonstrate the following with evidence:

- Extensive knowledge of the English education system, including the policy landscape for careers education.
- Exceptional quantitative data analysis skills.
- Ability to work to high standards of data protection.
- Skills in collaboration and building relationships internally and externally to achieve shared goals.
- The ability to write and present clearly and persuasively for a range of audiences.
- Solution-focused and innovative.
- Pragmatic and adaptable.

Job Profiles are not part of the terms and conditions of employment and may be subject to change.