**Analysis and Evidence Manager**

**Reports to:** Head of Policy
**Contract:** Permanent
**Location:** London or Manchester
**Grade:** D+
**Salary:** £49 160.00

**Benefits**

- 30 days annual leave plus bank holidays
- Employee assistance programme
- Hybrid working (minimum two days per week in the office)
- Access to the Civil Service Pension Scheme, including Alpha (currently 28.9% employer contribution)

**About Transport Focus**

Transport Focus is the voice of Britain's transport users. We use our powerful insight to monitor, challenge and identify issues as they arise, to improve the user experience. Key to our success is our outstanding stakeholder network and the way this is leveraged to achieve results.

We are an executive non departmental public body, sponsored by the Department for Transport (DfT). We are led by a board of non-executive directors appointed by DfT, Scottish and Welsh Governments and the London Assembly, and run by a Senior Leadership Team which is split between Manchester and London.

**Role outline**

You will work across the organisation, and with key stakeholder organisations, to develop evidence and ensure clear and aligned policy positions for the transport sector.

This role will have a focus on our duty to ensure the efficient use of public funds while improving the fairness of transport services, including for people with disabilities. The postholder will have scope to develop new work programmes - examples of the kinds of projects they might deliver include:

- Improving the economic understanding of which interventions most improve bus services
- Developing a more robust approach to requests for derogations from accessibility legislation.
- Providing evidence for the most cost-effective way to improve rail customer experience.

The policy team is highly integrated and collaborates closely with the rest of the organisation. The role will also work closely with data and insight teams in developing analysis and collaborating on engagements and consultation responses. You will need to have or acquire a broad understanding of the challenges and opportunities surrounding the transport industry, and its impact on users.

**What you will do**

Analysis and evidence

- Develop the evidence base for Transport Focus policy documents and engagement teams through economic, statistical or social research.
- Lead analytical projects, including designing and commissioning research on transport issues.
- Assure analytical quality and methodology while working with colleagues to translate complex evidence into practical recommendations.
- Provide advice on transport research, ensuring alignment with the latest evidence and analysis.

Stakeholder and communications

- Maintain and strengthen relationships with internal and external stakeholders to improve awareness and understanding policy positions and to develop and refine our messaging around complex policy topics.
- Deliver briefings and presentations and represent Transport Focus on forums, panels and events.
- Liaise with internal teams to identify potential areas for research and policy development.

Planning and project management

- Support the planning, commissioning and delivery of Transport Focus's policy and analysis workstream.
- Deliver projects and programmes of work across all transport modes and themes.

- Prioritise work to deliver the objectives in the Business Plan while also being able to respond to external developments, in consultation with other members of the team.
- Collaborate with multidisciplinary teams within Transport Focus to integrate transport policy into broader projects.

**About you**

We are looking for experience, skills and attributes in the following areas:

Analysis and evidence

- Experience, knowledge and understanding of:
    - Economic, quantitative and qualitative analytical and research methods
    - Evidence synthesis.
    - Data interpretation.
- Diversity of thought, naturally challenging accepted norms. Keen to explore new and innovative ways of doing things – keeping abreast of developments inside and outside of the transport industry
- An ability to gain an understanding and appreciation of transport and its associated challenges

Communications and stakeholders

- Excellent written and verbal communication of analytical findings, including in presentations
- Excellent interpersonal skills, with the ability to build relationships, work collaboratively and coordinate cross-functional teams
- Experienced in stakeholder engagement

Planning and project management skills

- Experience in the management and delivery of multiple projects and programmes of work
- Able to think strategically, creatively, and critically about the best course of action to achieve desired objectives, with the capability to reach the right outcome as quickly as possible
- An advocate for change, demonstrating belief and passion in the evolution of the organisation
- Willingness to contribute to projects and workstreams outside of your immediate team

**Our commitment to equality, diversity and inclusion**

Transport Focus is committed to representing all transport users. Our team members will play a large part in inspiring the organisation to think differently in terms of approach to this commitment. We must show that our work is representative, relevant, and useful. Diversity and inclusion is key to being able to do this effectively. We believe that everyone in society deserves the same chances in life. Having a diverse and inclusive organisation means we can tap into different perspectives and experiences to generate new ideas and initiatives, which will make our work more relevant and useful. We want Transport Focus to be a place for everybody and anybody to work. We aim to build teams that draw upon the widest range of experiences, talent, and ideas, and for that reason welcome applications from the broadest range of backgrounds and communities.