POLICY ANALYST / SENIOR POLICY ANALYST – INDUSTRIAL ECONOMICS & INNOVATION POLICY (Full-time, 37.5 hours per week)

CSTI Policy Links programme, IfM Education and Consultancy Services (IfM ECS)

CSTI Policy Links is a new knowledge transfer programme that has been set up to respond to the needs of policy makers, civil servants and agency officials by offering professional consulting and education services.

Policy Links' mission is to develop new policy evidence, insights and tools building on the latest academic thinking and international best practice. Policy Links' services include: policy analysis and consulting, practitioner seminars and workshops, international benchmarking studies, and executive training programmes.

The CSTI Policy Links programme is incorporated into IfM Education and Consultancy Services (IfM ECS), a company which is wholly-owned by the University of Cambridge. IfM ECS disseminates the research and education outputs of the University of Cambridge Institute for Manufacturing (IfM) and the University's Department of Engineering. Profits from IfM ECS are gifted to the University of Cambridge to fund future research activities.

Both early career and experienced applicants will be considered. The salary for the Policy Analyst is in the range is £35,000 – £40,000 per annum, based on candidate's skills and experience. The salary for the Senior Policy Analyst is in the range is £40,000 – £45,000 per annum, based on candidate's skills and experience. These are fixed-term positions for 2.5 years in the first instance. Posts are subject to grant funding (which is imminent) and internal approval. These are fixed-term positions for 2.5 years in the first instance.

Role Summary

The selected candidate will have the following main responsibilities:
- **Data analysis and project delivery**
  Conduct high-quality economic analysis to support delivery of consulting projects. Systematic reviews of international government reports and strategies.
- **Development of analytical tools**
  Working with researchers from the Centre for Science, Technology & Innovation Policy, and other academics as appropriate, develop practice-oriented tools, frameworks and guidelines.
- **Drafting of briefs and reports**
  Develop and draft policy reports, briefings and papers. Explain economic and technical concepts and issues in a language accessible to a general audience.
- **Stakeholder liaison and engagement**
  Coordinate with academic researchers from the Centre for Science, Technology & Innovation Policy and elsewhere as appropriate. Coordinate with clients and policy stakeholders on activities related to project delivery.
- **Support in developing proposals**
  Monitor business opportunities in the UK and internationally and contribute to the drafting of proposals.

Reporting and Support

The Policy Analyst/Senior Policy Analyst will:
- Report to the Head of Policy Links.
- Work in conjunction with other policy analysts and academic researchers

The Policy Links team

Policy Links is a new programme that has been set up to respond to the needs of civil servants and policy officials working in the areas of technology manufacturing, innovation policy. The Policy Analysts will work within a dynamic team that will leverage (a) the work of the Centre for Science, Technology & Innovation Policy (CSTI), and (b) the professional services and capabilities of IfM ECS to deliver projects internationally.

Role Description

	Key duties	Activities	Outputs	Time *
1	Data analysis and project delivery	• Economic analysis of industrial activity at national and regional levels • International benchmarking of industrial performance • Systematic reviews of international government reports and strategies • Primary data gathering including interviews, surveys and workshops • The Senior Policy Analyst is expected to take project management responsibilities	High quality economic analysis to support project delivery Quantitative and qualitative analytical insights to support tool development	25%
2	Development of analytical tools	• Working with researchers from the Centre for Science, Technology & Innovation Policy, and elsewhere as appropriate, develop practice-oriented tools, frameworks and guidelines • Update and refine existing tools based on their observed effectiveness during project delivery • Identify needs for new tool development in relevant policy areas	High quality tools and frameworks that effectively address client needs	30%
3	Drafting of briefs and reports	• Develop and draft policy reports, briefings and papers for a range of audiences • Prepare summaries of workshops and other meetings • Draft in-depth analytical reports primarily focused on industrial and technological issues of relevance for policy development • Explain economic concepts and industrial issues in a language accessible to a general audience • The Senior Policy Analyst is expected to lead and coordinate the drafting of briefs and reports	High quality analytical inputs, presented in an appropriate language and format, to support the work of policy makers High quality economic insights on manufacturing industries and innovation issues for discussion among policy officials and other experts	25%
4	Stakeholder liaison and engagement	• Coordinate with academic researchers from the Centre for Science, Technology & Innovation Policy and from elsewhere as appropriate • Coordinate with client on activities related to project delivery • Disseminate the outputs of Policy Links' work through appropriate channels to reach relevant policy stakeholders • Represent Policy Links at national and international meetings and conferences • Build and maintain networks with relevant stakeholders • The Senior Policy Analyst is expected to lead new engagements with clients and develop new business opportunities	Good working relationship with academic researchers and policy stakeholders Good understanding of changing customer needs Assert and build Policy Links expertise and reputation among relevant stakeholders	10%
5	Support in developing proposals	• Monitor business opportunities in the UK and internationally • Contribute to the drafting of proposals • Contribute ideas of new lines of work • Participate in business development meetings with clients	Ability to identify business opportunities in a timely manner Ability to develop high-quality proposals and project plans that respond effectively to customer needs	10%

* Subject to change following evolution of Policy Links' business/tools

Person profile

Knowledge and understanding
• Detailed understanding of industrial trends and economics of innovation • Detailed understanding of innovation systems and technological change • Familiarity with national and regional innovation policies and industrial strategies • Proven interest in technological and industrial issues • Practical understanding of manufacturing industries

Skills

Essential	Desired
• Ability to develop a good understanding of emerging industrial issues and relate them to economic concepts appropriately • Strong writing skills (candidates invited for interview will be asked to submit examples of relevant written material) • Ability to explain complex technical material clearly to non-specialists • Ability to apply a range of quantitative and/or qualitative tools to address policy problems • Data gathering, analysis and presentation • Ability to interact comfortably with both academic researchers and senior policy stakeholders • Ability to solve problems promptly and independently with a personalised approach • Effective planning and organisation	• Good knowledge in quantitative methods (including proficiency in statistical packages and Excel) • A good understanding of engineering/ manufacturing • Survey design, administration and analysis

Experience

Academic Background

Essential	Desired
• Strong academic background in an economics/management or related discipline, educated to PhD level, or master's degree level with significant experience (an engineer with minors in economics/management would also be considered).	• A multidisciplinary educational background in economics and engineering (economist who has taking a minor in engineering/science or have relevant experience or an engineer who has taken minors in economics/management) • A good technical understanding of technologies and industries • A good publication track record

Professional Experience

Essential	Desired
• Experience working in multi-disciplinary consultancy projects	• Practical experience in policy design and implementation • Industrial experience in the manufacturing sector

Policy Experience

Essential	Desired
• Experience conducting policy-oriented analysis • Proven experience communicating with policy officials at a senior level	• Experience in preparing tenders, business cases and grant applications • Remote working • Experience working in international policy-related projects

Traits

Essential	Desired
• Highly analytical and intellectually curious • Enjoys working in international teams and shows leadership • Ability to work to tight deadlines, on multiple projects simultaneously, and to produce deliverables to high quality standards • Fluency in business and scientific English • Effective, friendly and professional communication style • Willingness to travel on a regular basis	• Proficiency in additional languages