

## Policy Links Unit - Policy Analyst, Industrial Economics & Innovation Policy

**Full-time, 37.5 hours per week**

**Publication date: 22 December 2021**

**Closing date: 7<sup>th</sup> February 2022**

**Policy Links, IfM Engage, University of Cambridge**

<https://www.ciip.group.cam.ac.uk/whatwedo/services/>

Policy Links is a global not-for-profit innovation policy consultancy unit that works with governments to develop effective industrial innovation policies. The team provides consultancy services and capacity building programmes bringing together the latest academic thinking and the international best practice on policy implementation. We have extensive experience providing independent advice to governments, international organisations, and development banks in both developed and developing countries.

We are seeking a Policy Analyst who can support the delivery of our consulting projects in the UK and abroad, with responsibilities including: evidence gathering, data analysis, and drafting of briefs and reports. This role would report to the Deputy Head of the Unit and work in conjunction with the rest of the Policy Links team and academic colleagues.

Both early career and experienced applicants will be considered for this position. The salary for a Policy Analyst is circa £40,000 per annum, depending on the candidate's skills and experience. This is a fixed-term position for 2 years in the first instance, subject to company approval, with the possibility of progressing to a senior policy analyst position afterwards. **Please note that this is not an academic position.**

Policy Links is based at the University of Cambridge, and is part of IfM Engage, the consulting arm of the Institute for Manufacturing. We are part of Cambridge Industrial Innovation Policy. We practice a hybrid working model and the successful candidate will be expected to be in the office for a minimum of 3 days a week. We welcome discussions on flexible working.

### Role Description

	Key duties	Activities	Time *
1	<b>Evidence gathering &amp; data analysis</b>	<ul style="list-style-type: none"> <li>• Primary data gathering including interviews, surveys &amp; workshops, in the UK and abroad</li> <li>• Economic analysis at national, regional and sectoral levels</li> <li>• Systematic reviews of international policy reports and strategies</li> </ul>	35%
2	<b>Contribution to delivery of consulting projects</b>	<ul style="list-style-type: none"> <li>• Ad-hoc activities to support the delivery of consulting projects in the UK and abroad including:               <ul style="list-style-type: none"> <li>○ Statistical analysis</li> <li>○ Stakeholder consultations</li> <li>○ Report writing</li> <li>○ Liaising with clients</li> <li>○ Presentation of results</li> </ul> </li> </ul>	35%
3	<b>Drafting of briefings &amp; reports</b>	<ul style="list-style-type: none"> <li>• Drafting policy reports, briefings and papers for a range of audiences</li> <li>• Preparing summaries of workshops and other meetings</li> <li>• Explaining economic concepts and industrial issues in a language accessible to a general audience</li> </ul>	20%

<b>4</b>	<b>Support the development of project proposals</b>	<ul style="list-style-type: none"> <li>Monitor business opportunities in the UK and internationally and contribute to the drafting of proposals</li> </ul>	10%
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\* Indicative

### Candidate profile

<p><b>Knowledge and understanding</b></p> <ul style="list-style-type: none"> <li>Proven interest in, and understanding of, the fields of industrial policy and/or science, technology and innovation policy</li> <li>Familiarity with the workings of national and regional governments, in the UK and abroad</li> </ul>													
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<p><b>Traits</b></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> <li>Able to work in a small, service delivery business where flexibility and adaptability are essential</li> <li>Works collaboratively and flexibly to deliver projects and to shape and develop new ideas and proposals.</li> <li>Able to work to tight deadlines, on multiple projects simultaneously, and to produce deliverables to high quality standards</li> <li>Takes time to develop relationships with colleagues and clients</li> <li>Develops self by keeping up to date in fields of professional interest</li> </ul>													

- Fluency in business & scientific English (proficiency in additional languages is an advantage)
- Effective, friendly and professional communication style

Desired

- Willingness to travel on a regular basis, within the UK and abroad

To apply for this role please send a CV and covering letter to Alison Martin at [ifm-engage@eng.cam.ac.uk](mailto:ifm-engage@eng.cam.ac.uk) by 17.30 on Monday 7<sup>th</sup> February 2022