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

Publication date: 17 July 2020
Closing date: 19 August 2020

Policy Links, IfM Education and Consultancy Services (IfM ECS)
https://www.ciip.group.cam.ac.uk/whatwedo/services/

Policy Links is a global not-for-profit innovation policy consultancy unit that helps governments develop effective industrial innovation policies. We provide consultancy and capacity building services to national governments and international organisations, with a track record delivering high-impact projects in both developing and developed countries around the world.

We are seeking a Policy Analyst/Senior Policy Analyst who can support delivery of our consulting projects, including evidence gathering, data analysis and drafting of briefs and reports. This role would report to the Head of Policy Links and work in conjunction with the rest of the Policy Links team and academic colleagues, helping to deliver high-impact policy projects around the world.

This role will support the delivery of the UK Innovation Report, an independent resource being developed with academic colleagues to inform policy and business thinking on the topics of innovation, value added, and competitiveness.

Both early career and experienced applicants will be considered for this position. The salary for a Policy Analyst is in the range of £35,000 - £40,000 per annum, and £40,000 - £45,000 for a Senior Policy Analyst, 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. Please note that **this is not an academic position**.

Policy Links is based at the University of Cambridge, and is part of IfM Education and Consultancy Services Ltd (IfM ECS), the consulting arm of the Institute for Manufacturing. It also forms part of Cambridge Industrial Innovation Policy.

Role Description

	Key duties	Activities	Time *
1	**Evidence gathering & data analysis**	• Primary data gathering including interviews, surveys & workshops, in the UK and abroad Economic analysis at national and regional levels • Systematic reviews of international policy reports and strategies	30%
2	**Supporting delivery of the *UK Innovation Report***	• Working with academic collaborators, supporting the development of an annual *UK Innovation Report* • Liaising with external stakeholders as necessary • Supporting dissemination of the report	30%
3	**Contributing to delivery of consulting projects**	• Ad-hoc activities to support the delivery of consulting projects in the UK and abroad including: statistical analysis, stakeholder consultations and report writing • Liaising with clients	20%
4	**Drafting of briefs & reports**	• Developing and drafting policy reports, briefings and papers for a range of audiences • Prepare summaries of workshops and other meetings • Explaining economic concepts and industrial issues in a language accessible to a general audience	20%

* Indicative

Candidate profile

Knowledge and understanding

- Detailed understanding of the fields of industrial economics and innovation policy
- Familiarity with the workings of national and regional governments, in the UK and abroad
- Proven interest in technological and industrial policy themes

Skills

Essential

- Ability to develop a good understanding of emerging industrial issues and to relate them to economic concepts
- Strong writing skills (candidates invited for interview will be asked to submit examples of written material)
- Ability to explain complex technical material clearly to non-specialists
- Ability to interact comfortably with both academic researchers and senior policy stakeholders
- Effective planning and organisation

Desired

- Good knowledge in quantitative methods
- A good understanding of engineering and manufacturing industries
- Survey design

Experience

Academic Background

Essential

- A strong academic background, educated to PhD level (or master's degree with 5+ years of relevant professional experience)
- Degree on engineering or related discipline, with specialisation on industrial economics and/or innovation policy

Desired

- A multidisciplinary educational background in economics and engineering
- A good technical understanding of technologies and industries
- A good publication track record

Professional Experience

Essential

- At least two years of professional experience in consultancy, international organisations or government (at least 5 years for candidate without a PhD degree)

Desired

- Practical experience in policy design & implementation

Policy Experience

Essential

- Experience working in international policy projects
- Experience conducting policy-oriented analysis
- Proven experience communicating with policy officials at senior levels

Desired

- Experience in preparing tenders, business cases & grant applications

Traits

Essential

- Willingness to travel on a regular basis, within the UK and abroad
- Ability to work to tight deadlines, on multiple projects simultaneously, and to produce deliverables to high quality standards
- Fluency in business & scientific English (proficiency in additional languages is an advantage)
- Effective, friendly and professional communication style

To apply for this role, please send your CV and covering letter to: Alison Martin, Senior Office Administrator aem91@cam.ac.uk

A link to our privacy policy can be found here

Due to COVID-19, most of our employees are working from home. We've implemented a virtual hiring process and continue to interview candidates by phone or video and are onboarding new hires remotely