

POLICY ANALYST – INDUSTRIAL ECONOMICS & INNOVATION POLICY (FULL-TIME, 37.5 HOURS PER WEEK)

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

www.ifm.eng.cam.ac.uk/services/policy-links

Location of role: Cambridge, UK

End date for applications: 21 March 2018

Please submit CV by email with covering letter

IfM Education and Consultancy Services Ltd (IfM ECS) is the consulting arm of the Institute for Manufacturing (IfM), University of Cambridge. IfM ECS is wholly-owned by the University of Cambridge and its profits are gifted to the University to fund future research activities.

Based at the IfM ECS, Policy Links is a not-for-profit innovation policy consultancy unit that helps governments develop more effective industrial innovation policies. The unit provides consulting, education and benchmarking services in the areas of technology, manufacturing and innovation policy. These services are based on leading academic research, continuous dialogue with policy practitioners, and the study of the latest international practices. Policy Links works closely with academic colleagues to ensure that research outputs are put into policy practice.

In the UK, clients include the Department for Business, Energy & Industrial Strategy (BEIS), Innovate UK, and the High Value Manufacturing Catapult network. Internationally, clients include national and regional governments, and multilateral development agencies. Policy Links is supported by the Gatsby Charitable Foundation.

For the position of **Policy Analyst**, both early career and experienced applicants will be considered. The salary for the Policy Analyst is in the range £35,000 – £40,000 per annum, based on the candidate's skills and experience. This is a fixed-term position for **2 years** in the first instance. The post is subject to grant funding (which is imminent) and internal approval

Role Summary

The selected candidate will have the following main responsibilities:

- **Development and updating of an Innovation Policy Training Handbook.** Delivery of an innovation policy training handbook in collaboration with other Policy Analyst and academic colleagues. This includes keeping the handbook's contents up-to-date to support the unit's training offering.
- **Data analysis and project delivery.** Conduct high-quality economic and policy analysis to support delivery of consulting projects. This includes systematic reviews of international policy reports and government strategies.
- **Drafting of briefings and reports.** Develop and drafting of policy reports, briefings and papers. Explain economic and technical concepts in a language accessible to a general audience.
- **Support the development of proposals.** Monitor business opportunities in the UK and internationally and contribute to the drafting of proposals.

Reporting and Support

The Policy Analyst will:

- Report to the Head of Policy Links.
- Work in conjunction with other policy analysts and academic researchers.
- Interact with, and receive support from, experienced consultants and leading academics.

The Policy Links team

Policy Links is a consulting unit that was set up in 2017 to respond to the needs of civil servants and policy officials working in the areas of technology, manufacturing and innovation policy. The Policy Analyst will work within a dynamic team, leveraging (a) academic work conducted at the Institute for Manufacturing, and (b) the professional consulting and advisory services and capabilities of IfM ECS.

Role Description

	Key duties	Activities	Outputs	Time *
1	Development and updating of Innovation Policy Training Handbook	<ul style="list-style-type: none"> In collaboration with other Policy Analysts and academic colleagues, development of Innovation Training handbook. This handbook is expected to build on existing training material and be kept up-to-date Liaising with academic colleagues to define handbook chapter contents Conducting a benchmark of training handbooks available on the market Defining a tentative outline of the handbook (in collaboration with the team) Organising the material collected and drafting of the final handbook 	Innovation Policy Training Handbook (to be completed by mid 2019)	30%
2	Data analysis and project delivery	<ul style="list-style-type: none"> Economic analysis of industrial activity at national and regional levels Collection of data from UK and international databases, including: ONS, UN COMTRADE, World Bank, OECD International benchmarking of industrial performance Systematic reviews of international government reports and strategies Primary data gathering including interviews, surveys and workshops 	<p>High quality economic analysis to support project delivery</p> <p>Quantitative and qualitative analytical insights to support tool development</p>	30%
3	Drafting of briefs and reports	<ul style="list-style-type: none"> Develop and draft policy reports, briefings and papers for a range of audiences 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 	<p>High quality analytical inputs, presented in an appropriate language and format, to support the work of policy makers</p> <p>High quality economic insights on manufacturing industries and innovation issues for discussion among policy officials and other experts</p>	30%
4	Support in developing proposals	<ul style="list-style-type: none"> 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 	<p>Ability to identify business opportunities in a timely manner</p> <p>Ability to develop high-quality proposals and project plans that respond</p>	10%

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* Approximate, subject to change following internal evaluations

Person profile

Knowledge and understanding <ul style="list-style-type: none"> Detailed understanding of economic and industrial trends Detailed understanding of technological change and innovation systems Familiarity with UK national and regional innovation policies and industrial strategies Proven interest in technological and industrial issues Practical understanding of manufacturing industries 													
Skills <table> <tr> <td> Essential <ul style="list-style-type: none"> Strong writing skills (candidates invited for interview will be asked to submit examples of relevant written material) Ability to develop a good understanding of emerging industrial issues and relate them to economic concepts appropriately Data gathering, analysis and presentation Ability to explain complex economic content to non-specialists Ability to apply a range of quantitative and/or qualitative tools to address policy problems 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 </td><td> Desired <ul style="list-style-type: none"> Good knowledge in quantitative methods (including proficiency in statistical packages and Excel) A good understanding of engineering/manufacturing Survey design, administration and analysis </td></tr> </table>		Essential <ul style="list-style-type: none"> Strong writing skills (candidates invited for interview will be asked to submit examples of relevant written material) Ability to develop a good understanding of emerging industrial issues and relate them to economic concepts appropriately Data gathering, analysis and presentation Ability to explain complex economic content to non-specialists Ability to apply a range of quantitative and/or qualitative tools to address policy problems 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 	Desired <ul style="list-style-type: none"> Good knowledge in quantitative methods (including proficiency in statistical packages and Excel) A good understanding of engineering/manufacturing Survey design, administration and analysis 										
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