

The closing date for completed applications for this post is **12 noon Monday, 5th October 2020**. This is a two-stage interview process. The first-round interviews will be on **Monday 26th October 2020** and expected date for second round is **Monday 2nd November 2020**

Interviews will be undertaken via online video conference.

If you haven't heard from us within one week of the closing date, please assume that your application has been unsuccessful.

Policy Officer, analysis and research – Rights, International, Social and Economics (RISE) Department

Job description

Grade and salary

Grade 8, £53,161 rising incrementally to £55,105 per annum, including London Weighting

Job type

Permanent

Hours

35 hours/week – happy to talk flexible working

Location

This role is based at Congress House in London. Due to the current covid-19 situation, many TUC staff are currently working at home. We are planning a phased return to more office-based working in line with government guidance on safe working and are happy to explore flexible working.

Responsible to

Senior Economist

Job purpose

This is a new role in the Rights International Social and Economics team, working across the TUC. You'll lead and co-ordinate the TUC's analytical work, delivering and co-ordinating the production of high-quality analysis to support our policy and campaigning priorities.

Job content

You'll be contributing to the work of the Department and the TUC as a whole by:

- co-ordinating and leading on the production of analysis across the TUC, working with policy officers and PCSOs
- developing the TUC's analytical capacity and ensuring the quality and accuracy of our outputs
- ensuring that our analytical output represents the experiences of groups with protected characteristics and helps the TUC to promote equality
- using social media to develop the audience for our analysis that supports the TUC's campaigns
- writing blogs and reports that use analysis to support the TUC's policy and campaign priorities
- commissioning research from external organisations to support the TUC's policy and campaigning priorities
- representing the TUC on outside organisations and speaking on behalf of the TUC at conferences, seminars, workshops and in the media
- advising senior TUC officials, members of the General Council and union officers
- attending performance management reviews and regular meetings with line manager
- any other duties as allocated by the Head of Department.

Person specification

Essential criteria

Qualification

- education to degree level in a relevant subject or equivalent demonstrable experience

Experience

- production of robust data analysis for use in policy and campaign work
- co-ordinating work across a wide group of people

Skills

- able to analyse complex statistical and other information accurately using a range of statistical packages
- ability to present and communicate analysis in an accessible way for use in policy and campaign work
- excellent written communication skills to draft persuasive reports, blogs and briefings and media releases
- strong project management and planning skills
- good interpersonal skills and the ability to develop consensus with a wide range of stakeholders
- able to manage a complex workload effectively and work to strict deadlines

Knowledge

- knowledge and understanding of the main sources of official statistics on the labour market within the UK
- an awareness of the role and concerns of the trade union movement

Personal qualities

- enjoy working as part of a team
- able to be flexible and respond to changing priorities
- able to exercise judgement
- strong personal commitment to equality and diversity
- sympathetic to the aims and values of the TUC

Circumstances

- able to commute to Congress House:
- able to undertake occasional evening and weekend duties, including some overnight stays.

Desirable criteria

- ability to use SPSS, R or Stata to produce analysis of the labour market
- experience of commissioning and project managing research