RAC Foundation www.racfoundation.org

## Data Analyst

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| Position: | Data analyst |
| Contract: | Permanent, full-time (part-time available) |
| Location: | Central London, flexible/remote working the norm |
| Salary: | c. £32,000 - £35,000 per annum |
| Closing date: | Tuesday 12th April 2022 |

## Job Description

**Are you an inquisitive data analyst looking to further your career in one of the UK's leading transport think-tanks? Do you hold or are you nearing completion of a relevant analytical postgraduate qualification? And are you interested in public policy on motoring and transport issues?**

**If so, an opportunity is opening for a qualified analyst to join the RAC Foundation's small in-house analytical team.**

We are looking for a highly motivated, innovative, inquisitive and collaborative individual with proven analytical skills to become part of our small, well-respected team. Ideally you will be familiar with a range of analytical techniques, willing to learn others, and creative in the use of graphic imagery to bring research findings to a wide audience of policy makers, journalists and industry professionals.

The RAC Foundation is an independent charity that conducts and disseminates analysis and research relating to motoring and road use. Set up by the Royal Automobile Club in 1991 and given financial independence through the gift of an endowment in 1998, the Foundation is based in the RAC's historic Pall Mall clubhouse, and has established a reputation for producing high quality work that seeks to illuminate, inform and influence the debate on motoring and road use (as can be seen on our website: www.racfoundation.org).

The overall objectives of this role are to assist in the development of the RAC Foundation's data analysis activity, undertake data analysis tasks, manage ongoing project work; and support our communications work by providing analysis for responding to press queries, briefing for media interviews and parliamentary briefings. The successful candidate will take on lead responsibility for particular themes in our research programme, and in addition to conducting and managing research, will represent the Foundation at workshops, seminars and conferences.

Previous experience in transport-related research or data analysis is not essential, but a professional or personal interest in motoring and transport policy would be an advantage.

A full job description is attached, below, along with a note about flexible working.

**How to apply:**

Please send:

- a letter of application explaining your interest in and aptitude for this post, and
- a CV, including two referees (these will not be contacted prior to interview)

to rosa.grey@racfoundation.org by close on Tuesday 12th April 2022.

**Nationality**

Please note: Unfortunately we are not in a position to obtain work visas for overseas nationals. Applicants should confirm that they have the appropriate nationality/resident status to take up this position, were we to offer it to them.

**Additional information:**

Further information about the RAC Foundation and our work can be found on our website **www.racfoundation.org.** If you have other queries, please mail RAC Foundation Director, **steve.gooding@racfoundation.org**

**Data privacy**

We will handle such data as applicants provide in strict accordance with the rules on data privacy (GDPR), and will hold information only for as long as necessary to complete the recruitment process.

## Data Analyst - Job Description

The RAC Foundation is an independent charity that conducts and disseminates analysis and research relating to motoring and road use. Set up by the Royal Automobile Club in 1991, and given financial independence through the gift of an endowment in 1998, the Foundation is based in the RAC's historic clubhouse on Pall Mall, London and has an established reputation for producing high quality work that seeks to illuminate, inform and influence the debate on all aspects of motoring and road use.

We are looking for a highly motivated, innovative, inquisitive and collaborative individual with proven analytical skills to become part of our small, well-respected team. Ideally you will be familiar with a range of analytical techniques, willing to learn others and creative in the use of graphic imagery to bring research findings to a wide audience of policy makers, journalists and industry professionals.

The overall objectives of the role are:

- to assist in the development of the RAC Foundation's data analysis, particularly to increase the impact and influence of the organisation;
- to support the RAC Foundation's research agenda, by contributing to data analysis tasks and ongoing project work; and
- to support the RAC Foundation's communications work, by providing analysis support for press releases, media interviews and parliamentary briefings.

The successful candidate will take lead responsibility for particular themes in our research programme, and in addition to conducting research and analysis will represent the Foundation at workshops, seminars and conferences.

### What does the role entail?

As a Data Analyst your duties will include:

### Data Analysis

- Maintaining and building the RAC Foundation's regular analytical releases;
- Providing analysis both from raw data and existing statistics;
- Collating, analysing and reporting on data findings;
- Identifying, adopting and documenting new analytical techniques;
- Producing understandable research outputs for a variety of audiences, including the use of graphics to bring analysis to life.

### Research

- Providing project management and research support for RAC Foundation external research studies - liaising with contract researchers, printers and designers, proof reading reports etc;
- Pursuing new lines of inquiry, including exploring new data sources and opportunities for data matching;
- Representing the RAC Foundation, as appropriate, at external working groups and conferences.

### Communications

- Providing the research/analytical basis for press releases, media briefings and responses to media queries;
- Conducting background research/analysis for radio and TV interviews by RAC Foundation spokespeople;
- Collating evidence for briefings and responses to Government consultations;
- Assisting with the maintenance and updating of the RAC Foundation website, web-based data analysis and social media channels.

### Personal development

- Undertaking continuing professional development, including building a network of professional contacts. We are willing to invest in developing the skillsets of our team through funding attendance at training courses, and supporting on-the-job development.

### Person specification

- Highly numerate post-graduate from an environment, transport, statistics, engineering, geographical, human factors or economics background;
- Good research and analytical skills, with the ability to prepare reports independently;
- Working familiarity with the latest analytical tools and techniques;
- Post-graduate or workplace experience of collection, analysis and/or presentation of data;
- Proven capabilities in advanced use of Microsoft Excel (e.g., Pivot Tables, PowerBI, VB Macros, etc.) for analysis; with experience of R an advantage;;
- Good time management and planning skills;
- Ability to prepare research findings for presentation to both technical and lay audiences;
- Ability to work at pace without compromising on quality to respond to time-bound analytical queries;
- The interpersonal skills to work well with a small, close-knit team and to support colleagues.

*While previous experience in a transport-related research or data analyst role is not essential, a professional or personal interest in motoring and transport policy, and understanding of the practice of motoring (Highway Code, MoT, signs, rules) in the UK would be an advantage.*

## How we work – flexible working

The Foundation has long sought to accommodate flexible working patterns with IT systems and equipment that provide for a considerable degree of remote/home working, the possibility of part-time working, and the option to 'buy-back' additional leave days subject to covering business need.

As covid restrictions have relaxed we have moved to model where we all return to our London office twice a month so that we get to meet in-person as a team. Depending on meeting and staff collaboration needs, travel is also dependent on the meetings and conferences we attend, which are now starting to be in person once more, often, but not always, London based. Our central London office accommodation in Pall Mall, is also available as a base for days when any of us need to come into London to attend or host meetings and events, or for colleagues for whom home working might not be so convenient .

We will occasionally gather for awaydays at the Royal Automobile Club's Woodcote clubhouse near Epsom, Surrey up to two or three times a year, where some of the events that we host may also take place.

Depending on the knowledge and experience of the selected candidate we may also need to arrange a face-to-face induction programme in the office, in particular to cover the way our IT system works.