Data Analyst

Reports to	Senior Research Analyst
Hours	Full time (37.5 hours per week)
Contract	12 month fixed-term contract
Salary	£22-28,000pa
Location	Bristol, with regular travel around the UK

Role summary

The Data Analyst will be responsible for working with and supporting the Senior Research Analyst and wider Research, Evaluation and Analysis team to deliver data support for SafeLives through coordinating the entering, collation and analysis of data from a range of sources to improve the wider knowledge and awareness of 'what is happening' and 'what works' in the domestic abuse sector.

Working with one of the four Senior Research Analysts, the post holder will work on the Drive project which aims to address the attitudes and behaviours of perpetrators of abuse. This role will work alongside our partner agencies and internal teams to establish data sets and processes and support cross data set working.

The post holder will support the delivery of the blueprint and SafeLives strategy through the key duties and responsibilities outlined below:

Key duties and responsibilities

1. Support Drive project areas to gather data, assist with the design of data tools, delivering training and contributing to the development of data sets and processes

2. Support with auditing and development of the online case management system (eCins) used within the Drive project, including regular site visits to the pilot sites building strong relationships with the Drive team

3. Conduct analysis of data on families where there is domestic abuse and/or perpetrators of abuse using appropriate and tested methods to produce accurate and timely results, and testing interpretation with practice experts within and external to SafeLives

4. Support the interpretation and dissemination of messages from SafeLives research data, including writing and contributing to reports and papers as required, drawing out clear implications from the data for policy and practice, and presenting findings back to front-line practitioners, commissioners and policy-makers

5. To liaise with external stakeholders and other external contacts in order to develop positive working relationships and respond to queries as appropriate; including regular visits to the pilot sites to build strong relationships to ensure data processes are robust across multi-agencies

6. Enter data onto various databases, including Excel and SPSS, with consistency and accuracy

7. Use knowledge of quantitative methodologies to contribute to project design and the development of research tools

8. Be a confident communicator, translating complex data into practical messages and recommendations that non-expert audiences can understand and engage with, and deliver clear and coherent reports and presentations for internal and external stakeholders

9. Be responsible for ensuring the completeness, accuracy, robustness and timely production of all data and narrative reports, and other research and policy outputs

10. Day to day management of SafeLives' datasets, including answering queries from and providing support to practitioners and internal teams, management of online data collection tools and oversight of the accuracy and integrity of the dataset

11. Support the Senior Research Analysts to develop cross-dataset working and awareness with other members of the Research, Evaluation and Analysis team

12. Work closely with the internal teams to ensure data analysis and outcomes are linked across datasets to best practice recommendations (which are fed in to the reports) and ensure all reports, messages and outputs are aligned with SafeLives practice messages and best practice

13. Contribute to analysis and drafting of policy, practice and research briefings and other communications, drawing on SafeLives' national and programme datasets to influence the public policy agenda and standards of good practice

14. Disseminate research and evaluation findings to internal and external partners using a range of appropriate formats and communication tools

15. Keep up-to-date with research literature relevant to projects and relevant new developments in research methodology

16. To ensure that any data collected, analysed and or shared whilst performing these duties is handled in line with SafeLives Data protection, data storage and collection policy and protocols

Any other duties commensurate with the general level of the role as directed by the line manager or SafeLives. SafeLives reserves the right to amend the job description over time in consultation with the post holder.

Person specification

Qualifications
• Educated to degree level or holding an equivalent professional qualification

Skills / experience: essential
• Experience of delivering quantitative research, in particular of managing, analysing and drawing meaning from large datasets
• Excellent analytical skills, with fluency in Excel
• Excellent IT skills including knowledge and experience of Microsoft Work, Microsoft Excel, PowerPoint and Microsoft Outlook

Skills / experience: desirable
• Experience of conducting statistical analyses using an appropriate statistical package e.g. SPSS
• Experience of using SNAP survey software

Competencies
• Strong data analysis skills with the ability to work across multiple large scale datasets utilising a variety of data systems, whilst maintaining a high level of attention to detail
• Self-starter with the ability able to use their initiative and judgement to identify problems and propose solutions
• Strong written skills, with good experience of writing reports, guidance or briefings to influence policy or practice
• Very strong oral communication skills, with experience effectively of communicating to a range of audiences
• A strong team player, with experience of working with colleagues across a range of roles
• Strong time management and organisational skills including the ability to manage multiple projects, prioritise own work and meet tight deadlines
• Proven ability to maintain confidentiality and be discreet at all times
• A genuine interest and commitment to contribute to SafeLives' goals to end domestic abuse