

## ROLE PROFILE

<b>Job Title:</b>	Head of Research and Intelligence Unit	<b>Job Code:</b>	TBA
<b>Directorate:</b>	Strategy & Inclusive Growth	<b>Version:</b>	2
<b>Reports to:</b>	Director of Strategy and Inclusive Growth	<b>Date Created:</b>	3 July 2024
<b>No. of direct reports:</b>	2	<b>Grade:</b>	Reference: 19 Grade G (TBC)
<b>No. of employees:</b>	2	<b>Budget:</b>	TBC

## JOB PURPOSE

At the East Midlands Combined County Authority (EMCCA) we're unlocking billions of pounds of investment for our region through our devolution deal with government. Our newly elected Mayor will be a powerful voice on the national stage for the people of Derbyshire and Nottinghamshire, overseeing devolved powers around transport, housing, skills and adult education, economic development, and net zero.

The East Midlands has a rich history and a diverse present on which to build a renaissance. Ambition and culture put us at the heart of the first industrial revolution – and it will put us at the centre of the next. We will make our region more prosperous, sustainable and fairer, helping our people and businesses to create and seize opportunities.

The Head of Research & Intelligence Unit provides a central function supporting the whole of the EMCCA's work. Ultimately, it will enhance the effectiveness of the organisation and increase its impact through the various interventions it oversees.

It will be an expert source of evidence, data and intelligence on the region, on which EMCCA teams will draw to inform strategy and policy development. It will maintain an ongoing cycle of work to mature and develop its evidence base, whilst responding to ad hoc requests as needed by the Mayor, EMCCA Board and the EMCCA team. The team will also provide professional leadership of a network of colleagues based within EMCCA teams in roles working in analytical and related roles.

The post holder will be part of the Strategy & Inclusive Growth directorate, one of three EMCCA portfolios that focus on Growth, Place and Resources, respectively.

## OUR VALUES

We have proactively become a values-based organisation from the outset. In conjunction with our operational ethos emphasizing the importance of people, processes, and outcomes, we embrace continual improvement, and are guided by four core values supported by a behaviour framework:

## **We Lift Our Region | We Work Together | We Make an Impact | We Are Human**

These values shape our culture, influence expected conduct, how we work and interact with each other and our stakeholders, fostering positivity, and supporting the achievement of our goals and progress together.

### **ORGANISATIONAL LANDSCAPE**

#### **Our Mission**

We will be driven by our mission to ensure long-term systemic impact. Created by and for the benefit of our people, businesses, and places in the East Midlands area.

#### **Our Vision**

We will make our region more prosperous, sustainable, and fairer, helping our people and businesses to create and seize opportunities. We are built on a foundation of systems leadership and partnership working.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Role specific functions**

- Building and maintaining a system of data collection, including monitoring emerging data and sights from internal and external sources, and analysis to extract actionable insights and trends to inform mayoral priorities and wider EMCCA work.
- Conducting primary research to understand the dynamics, needs, preferences, and behaviours of our residents, businesses, communities and stakeholders.
- Assisting in the development of regional or corporate strategies and policies, based on the team's evidence and analysis.
- Partnering with EMCCA teams to evaluate programmes and policies, including those proposed for agreement, to assess their feasibility, effectiveness, and potential impacts.
- Providing evidence-based recommendations to EMCCA and regional policymakers. This will include identifying and advising on potential opportunities and risks or threats for realising the regional or corporate strategies.
- Scanning and monitoring external factors such as economic, social, technological, and political trends that may impact the agency's operations or policy environment. This will include using statistical models and forecasting techniques to anticipate future trends and developments, to inform proactive decision-making.
- Partner with the EMCCA teams and the Programme Management Office to develop systems, frameworks and tools to instil a culture of embedding effective performance monitoring, management and analysis into the design and delivery of all EMCCA programmes and policies.
- Commissioning and/or conducting ex post evaluations of EMCCA programmes and policies to identify areas for improvement and lessons learned.
- Preparing concise and informative policy briefs, reports, and presentations for the Mayor, EMCCA Board, senior leadership team, EMCCA and regional policymakers, and other stakeholders.
- Developing and maintaining a network of related departments, units or teams within the region to collaborate on sharing information and insights, and leverage capabilities.
- Establishing and convening a network of analytical and related leads from across the local authorities in the area to support your areas of responsibilities

- Providing training and support to staff members on research methods, data analysis tools, and relevant subject matter areas to enhance their skills and capabilities.
- Exploring and implementing innovative technologies and methodologies to improve research and intelligence-gathering processes.
- From time to time, overseeing delivery of certain projects that emerge from the above responsibilities, including those that are commissioned by the Mayor.
- Deputising from time to time for the Executive Director for Strategy and Inclusive Growth.

### Leadership

- Provide strong and visible leadership to your team and direct reports. Will lead a team of initially two officers, one with a focus on economy and skills, the other with a focus on infrastructure and housing.
- Embed and role model the EMCCA's design principles and core values.
- Create a corporate, collaborative, and supportive culture and working environment.

***This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed and which are commensurate with the level of the post. This document will also be supplemented by annual key objectives which will be set through the performance review process.***

## THE PERSON

<p><b>Experience &amp; Skills:</b></p>	<ul style="list-style-type: none"> <li>• A proven track record of delivering functions relating to strategy, policy and reform in a combined authority or similar organisation.</li> <li>• Evidence of navigating complex and high-profile political environments.</li> <li>• Evidence of being able to conceive and delivery projects of work at speed and in challenging or complex stakeholder environments.</li> <li>• Evidence of building strong, successful and enduring cross-sector partnerships and with key stakeholders.</li> <li>• Evidence of developing and implementing evidence-based economic strategies and policies.</li> <li>• Evidence of an awareness and interest in devolution and/or regional policy.</li> <li>• Evidence of awareness of debates around reform of public services in a local government context.</li> <li>• Evidence of confident, effective engagement with partners and external stakeholders.</li> <li>• Experience of working with government ministers or officials is desirable.</li> <li>• Understanding of and commitment to ONS's principles for ethical research and presentation of data and statistics.</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• A track record of leading and managing teams.</li> <li>• Evidence of growing and developing high performing teams.</li> <li>• Ability to manage change effectively within a political and sensitive environment.</li> <li>• Demonstrate a high standard of personal and professional integrity as well as ethics, values, and personal qualities consistent with the vision,</li> </ul>
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	culture, and values of the EMCCA.
<b>Qualifications, Training, CPD:</b>	<ul style="list-style-type: none"> <li>• Relevant degree, or equivalent relevant experience.</li> <li>• Evidence of progressive career progression.</li> </ul>
<b>Political Restriction</b>	This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.