



Role Specification

Title:	Data Analyst (Project Officer)
Grade:	8
Unit:	Skills & Labour Market Research Unit
Reporting to:	Assistant Manager, Skills & Labour Market Research Unit
Ref:	361

Role Summary:

SOLAS is seeking to recruit a Data Analyst(Labour Market researcher)/ Project Officer for its Skills & Labour Market Research Unit (SLMRU). The Unit publishes research and reports, including labour market data and analyses, that facilitate the development and review of policy and practice in the further and higher education sectors, as well as other related sectors. The successful candidate will be tasked with analysing the demand and supply of skills in the labour market, both nationally and regionally.

Key Tasks/Responsibilities:

- Extract, format and combine large and complex datasets with accuracy and precision.
- Undertake comprehensive analysis of various official labour market and skills related datasets (e.g. CSO), regionally, nationally and internationally.
- Collaborate and contribute to the SLMRU research programme by producing high quality research reports and other outputs (e.g. infographics).
- Develop in-depth expertise in respect of at least one major research programme within the Skills & Labour Market Research Unit.
- Attend meetings and formally present research finding to key stakeholders.
- Engage proactively in all project work teams and in meetings of the Skills & Labour Market Research Unit.
- Carry out from time to time any other duties relating to the research and evaluation work of the Section, as requested by the Manager.

Essential Requirements:

- Will have a Level 8 honours bachelor's degree in economics or social science with strong quantitative skills. A postgraduate qualification (any discipline) with a research component is desirable.
- Will have demonstrated experience in working with R or a similar programming language to format, analyse and report on large datasets. Will have excellent knowledge of MS Office (Excel, Word and PowerPoint) and have a willingness to engage continuously in technical training. Experience of working with Tableau is an advantage.
- Proven ability to critically analyse, accurately interpret and explain data in context.
- Will have some experience of conducting research on the labour market or related subjects as well as experience of writing reports, sections of reports or papers.
- Excellent communication skills and ability to present findings to technical and non-technical audiences.
- Must be self-motivated and have the capacity to work on own initiative.
- Must be a team player and be at ease working co-operatively in a team environment.