

Job description

Job title	Economic and Data Analyst
Grade	Adviser/Manager 1
Report to	Head of Policy and Research
Directorate	Member Services

Objectives of the job

Deliver economic and data analysis, including modelling and costings, to underpin policy development and campaigns, with a focus on public spending on dentistry, the business of dentistry, small business economics, dentists' pay, workforce economics and the dental labour market, and related matters.

- Produce economic, data and policy analysis to inform policy development and campaigns.
- Undertake research and liaise with the Research Analysts in the development of primary research.
- Identify opportunities for data analysis and research and analysis to advance the BDA's policy agenda and to achieve policy change.
- Work with communications and public affairs colleagues to develop and implement campaigns to achieve policy change.
- Ensure that policy developments and successes are communicated to members, the profession, stakeholders and the public.
- Utilise analysis and knowledge to contribute to the BDA's membership offer, and the recruitment and retention of members.

Main duties and responsibilities

Economic and data analysis

- Lead the BDA's economic and data analysis in support of its policy objectives.
- Produce analysis, costings and economic modelling of policy proposals.
- Produce economic analysis to support the BDA's work on dentists' pay and its submission to the pay review bodies.
- Maintain up-to-date knowledge of the main sources of data and evidence relating to UK dentistry, and source and develop further new data.
- Develop and maintain a database of analysis on key areas such as workforce, finances, patient activity, service delivery and oral health to support ongoing policy development and to facilitate campaign activity.

Policy development

- Contribute to the development of policy, leading on matters related to public spending on dentistry, the business of dentistry, small business economics, workforce economics and the dental labour market, and related matters across the UK.
- Support the policy functions in the UK and England-focused Policy and Research Team, and the National Offices in respect of Northern Ireland, Scotland and Wales.
- Contribute to the development of the BDA's policy positions on pay, practice expenses and contract uplifts.
- Produce policy papers and reports to support internal policy development and to achieve external policy change.
- Provide policy development input and advice to BDA committees.
- Prepare high-quality responses to consultations on a variety of issues.

Policy change

- Work with communications and public affairs colleagues to deploy economic and data analysis to advance campaigns and achieve policy change.
- Identify opportunities for data, research and analysis to advance the BDA's policy agenda and to achieve policy change.
- Maintain strong relationships with communications, campaigns, content, marketing and public affairs colleagues.
- Provide strategic support and advice on economics, modelling and costings to policy and contractual negotiations.
- Develop and deliver presentations for committees and members.
- Produce written content to promote the BDA's policy, research and campaigns work.

Research

- Work with Research Analysts on the development of primary research, and identify strategic gaps in organisational knowledge to be addressed.
- Design and deliver surveys to support policy development and campaigns.
- Disseminate research and analysis through the production of high-quality research reports, briefings, and other written content.

Team contribution

- Work closely with colleagues in the Policy and Research Team on matters related to England and the UK, and with colleagues in the National Offices on matters related to Northern Ireland, Scotland and Wales.
- Manage projects, including management of project staff resource.
- Deputise for the Head of Policy and Research as needed.
- Undertake supervision of temporary staff members.
- Promote equality, diversity and inclusion.

Stakeholder relationships

- Build strong relationships with analysts and others at the Department of Health and Social Care, NHS England, and other relevant bodies.
- Maintain strong relationships with committee chairs and other officers of the BDA, providing briefings on matters related to the role as needed.
- Liaise and foster good working relations with other representative bodies and specialist societies.
- Liaise and establish links with public sector organisations from which the BDA obtains information and data.

Knowledge

- Maintain knowledge an excellent understanding of the dental and the wider health policy landscape.
- Maintain an excellent understanding of debates and developments in economics, labour markets and public spending, and ensure relevant colleagues are informed of relevant issues.
- Maintain a strong knowledge of the work of the BDA as a whole, and of the issues facing a trade unions and professional associations.

BDA membership

- Utilise analysis and knowledge to contribute to the BDA's membership offer, producing content and products for members.
- Contribute to the recruitment and retention of BDA members.

Person specification

The following skills and attributes are essential:

- An undergraduate degree in economics or a related field, or demonstrable equivalent professional experience
- Experience of undertaking economic analysis, modelling and costings
- Experience in the management and analysis of datasets
- Experience of developing policy in healthcare or another setting
- Excellent written and oral communication skills
- Understanding of the issues facing a trade union and professional association
- Ability to organise and prioritise own workload and to work on own initiative
- Able to communicate positively with professionals at all levels and build relationships with key stakeholders
- Good presentation skills enabling public speaking to large and small groups
- Experience of managing a complex workload and meeting deadlines
- The ability to work independently and as part of a team
- Good IT skills including knowledge of MS Office and experience of using Excel
- Commitment to equality, diversity and inclusion

The following skills and attributes are desirable:

- A post-graduate qualification in economics, social research, public policy, or a related subject
- Experience of project management
- Experience of designing, planning, and conducting research projects
- Experience of campaigns and working to deliver policy change
- Experience of using of statistical methods and techniques used in the analysis of data
- Experience of conducting economic analysis and modelling in a health policy context