

SENIOR RESEARCH & POLICY ANALYST

Creative UK is the independent network for the UK Creative Industries. Our goal is simple: to cultivate a world where creativity is championed, valued, and nurtured. We have established an authentic voice which represents, promotes and enhances the interests of the UK's world-leading creative sector.

We have an exciting opportunity for a Research and Policy professional to join our small yet powerful Policy team. This is a new role which will support our mission to champion and grow the UK's cultural and creative industries through high-quality research and evidence-based policy development.

As Senior Research and Policy Analyst you will play a critical role in providing data-driven insights, developing impactful policy recommendations and supporting advocacy efforts to influence decision-making at all levels. You will collaborate with our Head of Insights and expertise across the company working with and identifying data gaps to ensure that Creative UK is data-driven in its evidence base.

LOCATION: Central London. Hybrid working.

SALARY: £35,000 + benefits

CONTRACT: Full time employee, initial 1 year fixed term with scope to become permanent

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link* to jobs@wearecreative.uk by **Monday 6th January 2025**. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place by video conference on W/C 20th January 2025.

REPORTS TO: Head of Policy and Public Affairs

ACCOUNTABILITIES

- Research & Policy
- Stakeholder engagement
- Advocacy & Communications

KEY AREAS OF RESPONSIBILITY

Research and Policy Development

- Undertake desk-based, qualitative, quantitative and primary research to support Creative UK's policy objectives and advocacy priorities.
- Identify data gaps within the cultural and creative industries and develop strategies to address them through targeted research and data collection.
- Collect, analyse and interpret data to provide actionable insights on key topics, such as: creative skills; access to finance; innovation; equality, diversity and inclusion; and sector growth. Collaborating with the Head of Insight and Head of Tech to ensure consistency in data access and analysis.
- Produce high-quality research reports, weekly policy briefings and other data-driven outputs that are clear, persuasive and evidence-based.
- Monitor and evaluate trends in the cultural and creative industries, including legislative and policy developments, to identify opportunities and challenges.

Stakeholder Engagement

- Engage with a wide range of stakeholders, including our members, funders, academics, policymakers and industry leaders to inform research and policy outputs.
- Work with colleagues to maintain stakeholder databases to ensure accurate and up-to-date contact information for advocacy and engagement activities.
- Represent Creative UK at industry events, conferences and webinars, contributing to discussions on policy and research.

Advocacy and Communications

- Support MarComms colleagues in the creation of impactful briefings and blogs as required.
- Disseminate research findings and policy recommendations with articulate, evidence-based, written outputs.
- Collaborate with the wider team to ensure research outputs are aligned with Creative UK's strategic goals and advocacy messages.
- Contribute to campaigns and initiatives that showcase the value and potential of the cultural and creative industries to stakeholders and the public.

Organisational Support

- Assist in the drafting of funding proposals to support research and policy initiatives.
- Provide some administrative support to ensure the smooth delivery of projects, including organising meetings, preparing agendas and maintaining project timelines.
- Contribute to cross-organisational projects and initiatives as required, working collaboratively with other teams to achieve Creative UK's objectives.

To be an ambassador for the company; maintaining a professional approach always, sustaining visibility and networking by attending relevant events and public speaking opportunities

Ensure the company meets all its statutory requirements in relation to the GDPR

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing

Person Specification:

Required Experience, Knowledge and Skills

- Proven experience in conducting qualitative, quantitative research, with the ability to analyse complex data and present findings clearly.
- Good knowledge of UK public policy and an understanding of the cultural and creative industries.
- Excellent written and verbal communication skills, with the ability to write persuasively for diverse audiences.

- Strong IT skills, including proficiency in Microsoft 365 and data analysis tools (e.g. Excel, SPSS, or similar).
- Effective time management and organisational skills, with the ability to balance multiple priorities and meet deadlines.
- Collaborative team player with a proactive attitude and the ability to work independently when needed.
- Experience in stakeholder engagement and partnership building (desirable)
- Familiarity with funding mechanisms and investment frameworks relevant to the cultural and creative industries. (desirable)
- Knowledge of emerging trends such as AI, sustainability and innovation within the cultural and creative sectors. (desirable)

OUR CULTURE

All our employees will be expected to demonstrate behaviours associated with our company values. Our values drive the way we work; **how** we do things is just as important as **what** we do.

- ✓ We join the dots; collaboration is in our DNA
- ✓ We support and empower; we are here to make a difference
- ✓ We are curious, open & honest
- ✓ We celebrate difference & value equality of opportunity

THE PACKAGE

- Flexible hybrid working
- Pension enrolment 5% employer contribution from 3 months service
- Mediacash from 3 months service
- BUPA medical insurance & Life Assurance (1 year service)
- Cycle 2 Work scheme, in partnership with Halfords
- Benefits hub, discounts across a broad range of partners
- Employee Assistance Programme, Health Assured
- Mental Health Day, a paid day off work per annum to focus on activities which help you to alleviate stress
- Summer Fridays, finish at 3pm every Friday throughout July & August
- Your birthday off as paid leave, extra days off over the annual festive period
- Paid volunteer day per year to give something back to the community

We value difference and celebrate the creativity that it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents, and physical and cognitive differences.