SOLAS
learning works

Role Specification

Title: **Data Analyst/Researcher (Project Officer)**

Grade: **08**

Unit: **Skills & Labour Market Research Unit (SLMRU)**

Reporting to: **Assistant Manager, Skills & Labour Market Research Unit**

Ref: **361**

Role Summary: SOLAS is seeking to recruit a **Data Analyst/Labour Market Researcher** for its Skills & Labour Market Research Unit. 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.

Analysis and forecasting carried out by SLMRU also support the development and review of policies and practice by the Regional Skills Fora, the Expert Group on Future Skills Needs and other government bodies, including SOLAS and the Education and Training Boards.

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:

- Experience of conducting research on the **labour market** or related subjects as well as experience of writing reports, sections of reports or papers.
- Proven ability to critically **analyse**, accurately **interpret** and explain data in context.
- Level 8 honours bachelor's degree in economics or social science with strong **quantitative** skills.
- Demonstrated experience in working with **R** or a similar programming language to format, analyse and report on **large datasets**.
- Excellent knowledge of MS Office (Excel, Word and PowerPoint) and have a willingness to engage continuously in technical **training**.
- 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.

Desirable Requirements:

- A postgraduate qualification (any discipline) with a research component.
- Experience of working with Tableau.

Further information on the SLMRU and some published reports from the Unit can be found here.