

LONDON SPORT

JOB DESCRIPTION & PERSON SPECIFICATION

Job Description:

Job Title:	Senior Insight Manager
Salary:	£40,000
Contract type:	Permanent
Hours of work:	Full time, 35 hour week and may include some evening times and weekend working as required
Reporting to:	Director of Insight and Performance

Purposes of the post:

The overarching purpose of the role is to produce actionable insight that supports our vision of making London the most active City in the world.

With a team of four, you will develop and implement insight projects and help advance London Sport's insight led approach.

The role is an exciting blend of organisational insight work and the provision of insight consultancy services to others.

Main activities and responsibilities

1. To produce high-quality accessible and actionable insight that enables London Sport and its partners to increase physical activity levels across London's population.
2. To directly carry out research and insight projects. Including: coordinating others, methodology design, directly carrying out secondary and primary research, analysing and synthesising data, producing and communicating the research output.
3. To help identify London Sport's insight needs and to embed insight led practice, processes and the associated culture across London Sport.
4. To effectively manage a team ensuring they are supported, they develop their insight skills and are performance managed.
5. To liaise with, support and influence internal London Sport teams to use insight-led practice to achieve their goals.

6. To contribute to London Sport's Insight Consultancy Hub: Pitching and winning new work, developing research proposals, managing projects and providing high quality 'customer' relationship management.
7. To manage and embed high quality evaluation and impact measurement processes across London Sport.
8. To oversee and manage projects commissioned to other agencies by London Sport.
9. To ensure self-development of skills and knowledge as required by the role. This may include training and development opportunities relevant to the post and/or undertaking self-development objectives.
10. To continually seek best practice and strive to identify and implement service improvement.
11. To deputise for the Director of Insight & Performance where necessary.
12. To undertake other duties that may be assigned by the Director of Insight, other Directors and the Chief Executive Officer.

Location

The role will be located primarily in London Sport's office in central London but travel to attend meetings and carry out other work-related duties will be required across the whole of London and occasionally beyond.

Selection Criteria:

- A. Excellent understanding of qualitative and quantitative research techniques.
- B. Someone who enjoys and is passionate about doing 'hands-on' insight work. Extensive experience and a proven track record of directly undertaking successful research / insight projects using both qualitative and quantitative approaches.
- C. A proven ability to translate organisational knowledge needs into practical and actionable insight projects using appropriate methodologies.
- D. Experience of managing relationships effectively (internal and external) to provide a good quality insight 'customer' service.
- E. The ability to influence others to adopt appropriate insight-led practice into their working practice.
- F. Knowledge and experience of establishing and carrying out monitoring and evaluation approaches for the purposes of learning and understanding impact.

- G. Strong data processing and analytical abilities. Experience of statistical packages like SPSS would be an advantage.
- H. The ability to present and communicate insight outputs simply and in a way that meets audience needs.
- I. Significant experience of managing and developing others in a line management capacity.
- J. Excellent organisational skills; the ability to manage multiple projects, prioritise and meet deadlines.
- K. A strong desire to learn new skills and develop new competencies in line with the role and future career development.
- L. An understanding of and commitment to equal opportunities.