

Job Advert: Senior Policy Analyst

The Pensions Policy Institute (PPI) is the UK's leading independent authority on pensions and retirement policy. We conduct rigorous, impartial research and analysis from an evidence-based, long-term perspective. Our work is used by government and across Westminster, industry and consumer groups. It informs major decisions that affect millions of people's lives in retirement.

A newly created role within the PPI's integrated research team combining modelling, analytical and policy research skills, the Senior Policy Analyst will maintain and operate the PPI's modelling suite, undertake quality assurance of modelling outputs, and support the communication of findings through the PPI's research publications and stakeholder engagement.

The PPI models

As well as modelling the current system, the PPI models cover a range of alternative policy options.

The PPI suite of models consists of:

- a model of hypothetical individuals
- a model of aggregate State Pension expenditure and private pension contributions
- a distributional model of pensioners' incomes
- a dynamic model of projected survey individuals
- an economic scenario generator for creating stochastic scenarios

The first four models are spreadsheet based and the aggregate and distributional models are programmed using Visual Basic.

PPI Research Work Programme

The PPI undertakes a number of different kinds of research through its annual work programme, which is developed by the Deputy Director, in consultation with the Head of Research. Research may be directly commissioned or be the result of potential research, developed by the PPI, for which funding has been secured from sponsors or grant funders.

The Senior Policy Analyst will support the Head of Research by identifying potential research areas, helping to draw up appropriate research specifications (considering scope and feasibility).

The Senior Policy Analyst needs to maintain an independent point of view to fit with the PPI's non-political, evidence-based stance.

Job Description

Team: Policy Research Team

Reports to: Head of Research

Direct reports: None

Contract Type: Permanent

Salary: £49k - £53k

Responsibilities

The Senior Policy Analyst is responsible for overseeing the maintenance and coding of the models, model documentation, and checking results. The main responsibilities of the post are to:

- Undertake the quality assurance (QA) of modelling results produced by other Analysts so their findings can feed into research projects.
- Maintain and operate the coding of the PPI Modelling Suite, ensuring documentation remains accurate and up to date.
- Identify, analyse, clean, and manipulate the data used in the models, producing model results to feed into PPI research publications.
- Undertake statistical analysis of published datasets where required.
- Incorporate announced pension policy changes and other reforms into the PPI Modelling Suite.
- Work with colleagues to adapt and further develop models of the UK pension system for new policies or projects, and to incorporate new data into the models.
- Work collaboratively with colleagues to identify the most effective ways to communicate modelling results and policy implications within each project.
- Support the Deputy Director to lead the PPI's Model Review Board; a group of industry, Government and academics who oversee the assumptions included in the model suite.
- Represent the PPI at events and conferences, and in discussions with Government, the pensions industry and other stakeholders. Findings are to be clearly communicated to both technical and non-technical audiences.
- Support the Head of Policy Research to manage external relationships with PPI sponsors and those sponsoring PPI research.
- Build relationships with other Analysts in the academic community and Government.
- Develop a detailed understanding of pensions policy.

You may also be required to:

- Draft PPI material for publication, in particular with respect to quantitative policy analysis.
- Produce model results to feed into PPI research publications (where appropriate QA arrangements are in place).
- Please note that the above list is not exhaustive, and you will be expected to undertake additional duties and responsibilities as and when required.

Essential skills and experience

- Strong analytical ability and experience working with quantitative data.
- Ability to interpret complex modelling outputs and explain them clearly to technical and non-technical audiences.
- Experience drafting research reports, briefings, articles or analytical materials for various audiences.
- Strong organisational and project coordination skills, with the ability to manage multiple tasks and deadlines.
- Ability to work independently and collaboratively within a small, integrated research team.
- Experience maintaining or developing modelling code (e.g., spreadsheets, Visual Basic, Python or similar).

- Experience applying quality assurance processes to modelling work.
- Strong technical skills in model documentation, coding standards and data validation.
- Experience mentoring colleagues on modelling techniques or improving data quality.
- Experience contributing to the development of modelling assumptions or supporting model governance.
- Experience presenting analytical findings to external audiences.
- Experience with pensions, long-term savings, or economic/social policy datasets.
- Experience working with Government, industry or academic analysts.

Essential qualifications

- A degree or MSc in a relevant quantitative or analytical discipline (e.g., economics, statistics, mathematics, actuarial science, data science, public policy), or demonstrably equivalent professional experience gained through analytical, modelling, or technical roles. This is required to ensure the necessary level of analytical capability for maintaining and quality-assuring the PPI's Modelling Suite.

Desirable

- Experience supporting funding bids or research specifications.

Personal Qualities

- Commitment to the PPI's independent, evidence-based approach to research.
- Strong attention to detail and a commitment to producing high-quality outputs.
- Clear and confident communicator.
- Positive, proactive and solution-focused approach.
- Willingness to contribute broadly within a small team.

Location

While the PPI operates a hybrid working model, the contractual place of work for this role is our Central London office on the Strand. Staff are required to attend the office for project or team meetings and to be present for launch events. On average, this equates to approximately once a week, though staff may choose to come in more frequently if they wish.

Because many of our team members and stakeholders are London-based, maintaining a regular presence in London is important for effective collaboration and relationship-building. We are happy to explore flexible working arrangements that support both the organisation's needs and the successful candidate's preferences.

Employee Benefits:

- 25 days annual leave plus Christmas closure
- Membership of the PPI's Group Personal Pension (initial 8% employer contribution with an additional matching contribution for every 1% employee contribution up to 4%)
- Group Income Protection and Life Assurance
- Continued professional development

- Payment of professional membership fees
- Employee Assistance Care Programme
- Carers leave
- Leave for volunteering

Application process

Closing date for applications:

We review applications on a rolling basis and encourage early applications, as candidates who meet the essential criteria may be invited to interview before the vacancy closes. **Closing date: 2 April 2026.**

Interviews

Interviews will primarily be held on our scheduled dates, with the possibility of earlier interviews for applicants who meet the essential criteria. **Interview dates: 8–9 April 2026.**

Please inform us if you intend to be away during this period.

How to apply

If you are interested in applying, please apply through the link to Spider Recruitment <https://jobs.spiderrecruit.co.uk/jobs/senior-policy-analyst-london/4690-1/> with the following:

1. **A cover letter** (no more than two A4 sides) telling us about yourself with:
 - How you meet the responsibilities and skills required for the role.
 - Your motivation for applying for the role and how you would benefit the PPI.
 - Your notice period.
2. **A CV**

You will be required to submit a CV detailing your work experience to enable an initial assessment of your suitability for the role.

As part of the recruitment process you may be required to complete an assessment.

We can accept videos or recordings for those who have difficulty typing.

If you require any reasonable adjustments during this recruitment process, please get in touch to discuss this in more detail.

The successful candidate will be required to provide evidence of the right to work in the UK and two referees. One should be the current/most recent employer and/or prior employer but they will not be contacted without prior consent. The successful candidate will also need to maintain an independent point of view to fit with the PPI's non-political, fact-based stance.

The PPI takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For further information or a conversation about the role before applying:

- Visit www.pensionspolicyinstitute.org.uk or
- Email recruitment@pensionspolicyinstitute.org.uk.

Diversity and Inclusion

We aim to build, develop and retain a talented workforce that represents a variety of backgrounds, skills and experiences. We welcome and actively encourage applications from anyone who feels they'd be a good fit for our organisation, regardless of race, religion, colour, age, sex, national origin, sexual orientation, gender identity, disability, neurodiversity or any other protected characteristics.