

## Job Advert: 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.

We are seeking a Policy Analyst to provide modelling analysis and collaborate with the team to integrate modelling outputs into publications and contribute to the maintenance and operation of the PPI Modelling Suite. The Policy Analyst role sits within the newly integrated research team which combines modelling, analytical and policy research skills.

### **The PPI models**

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

The 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.

The Policy Analyst is involved in helping to identify, analyse, clean, and manipulate data to be used in the models, and in producing model results to feed into PPI research publications. The Policy Analyst will also contribute to the maintenance and coding of the models by implementing updates, preparing data, running models, and ensuring their own outputs are accurate.

### **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 research areas developed by the PPI, for which funding has been secured from sponsors or grant funders.

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

The Policy Analyst role allows for growth in technical skills, leading on projects, as well as developing knowledge of UK pension policy.

### **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 twice a month, though staff may choose to come in more frequently if they wish.

As 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: 21 June 2026.**

### Interviews

There is a possibility of earlier interviews for applicants who meet the essential criteria. **Scheduled Interview dates: Late June/Early July**

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

### How to apply

If you are interested in applying, refer to the job description and essential criteria and please apply through the link to Spider Recruitment <https://jobs.spiderrecruit.co.uk/jobs/policy-analyst-london/4791-1/> 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](http://www.pensionspolicyinstitute.org.uk) or
- Email [recruitment@pensionspolicyinstitute.org.uk](mailto: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.

## Job Description

<b>Team:</b>	Policy Research Team
<b>Reports to:</b>	Head of Research
<b>Direct Reports:</b>	None
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£38k - £42k

### Responsibilities

The Policy Analyst provides modelling analysis to support research projects, collaborates with the team to integrate modelling outputs into publications and contributes to the maintenance and operation of the PPI Modelling Suite. The main responsibilities of the post are to:

- Contribute to the maintenance and operation of the PPI Modelling Suite, producing accurate and timely modelling outputs to support PPI research.
- Incorporating announced changes to pension policy and other reforms into the PPI Modelling Suite.
- Undertaking statistical analysis of published datasets.
- Work with others to adapt and develop models for new policies or projects, and to incorporate new data into the models.
- Running the models and feeding in findings to research projects, under guidance.
- Draft research outputs, and other material for publication, and in particular with respect to quantitative policy analysis.
- Communicating findings to technical and non-technical audiences, both in writing and verbally through presentations.
- Develop an understanding of pensions policy.
- Working as part of an integrated research team delivering projects.
- Pick up ad-hoc enquiries.

Please note that the above list is not exhaustive, and you will be expected to undertake additional duties and responsibilities as and when required.

The Policy Analyst role allows for growth in technical skills, leading on projects, as well as developing knowledge of UK pension policy.

### Essential skills required for this post include:

- 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 of handling and interrogating large data sets and the ability to recognise the strengths and limitations of alternative data sets.
- Experience presenting analytical findings to external audiences.

### **Desirable skills required for this post include:**

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

### **Essential qualifications**

- An undergraduate or Masters degree in a relevant quantitative or analytical discipline (e.g., economics, statistics, mathematics, actuarial science, data science), 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.

### **Personal Qualities**

- Commitment to the PPI's independent, evidence-based approach to research.
- 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.