**Job Description**

**Job title: Economist**

**Grade: 7 Post number: GLA 000677**

**Directorate: Communities and Intelligence**

**Unit: Intelligence Unit Team: GLA Economics**

GLA Economics has been established by the Mayor of London to make sure that the Greater London Authority and its associated functional bodies have firm statistical, factual and forecasting bases to inform the investment decisions, large-scale service delivery and key strategies the GLA Group is responsible for. It also provides an information resource for London’s academics, commentators and decision-makers – and anyone needing, or interested in, information about London’s economy. The unit is a highly regarded and authoritative source of information.

The GLA’s need for reliable economic data and authoritative interpretation is very important. The role of the Economist is to assist the economics work of the GLA group in areas such as understanding the structure and prospects of London’s economy, regeneration and development, housing, environment and transport.

Job purpose

1. To help provide high quality economic information and advice to inform policy development and service delivery by the GLA and its functional bodies, and to establish GLA Economics as an authoritative and well-regarded source of reliable information and data about London’s economy.
2. To help the clients of GLA Economics identify their needs for data and other information, and to support the work of GLA Economics to ensure these needs are met.
3. To assist in analysing and providing an overview of the London economy, its drivers and trends for policy-makers and others, and to assist in the dissemination of data and information to a range of audiences, including contributing to the preparation of publications.
4. To contribute to special projects and initiatives commissioned by the GLA and its functional bodies. These are likely to involve joint working with people with different professional backgrounds, and with other organisations and sectors.

Principal accountabilities

1. Assist the Assistant Director Intelligence, Senior Economist and stakeholders within and outside the GLA Group identify their requirements for economic data, intelligence, information and analysis and identify ways of meeting these.
2. To maintain an up-to-date understanding of London’s economy and the forces and trends at regional, national and international levels that affect it, and advise the Unit and its clients accordingly.
3. Assist the Assistant Director Intelligence and Senior Economist to identify and commission sources of data, intelligence and information to meet the needs of the Unit and its client groups.
4. Assist the Assistant Director Intelligence and Senior Economist and other GLA Economics staff members in reviewing and analysing economic data and information in order to identify key issues and trends of relevance to policy development and service delivery. To help GLA Economics provide authoritative data and commentary about London's economy.
5. To help present data and commentary to colleagues within GLA Economics and to its clients through written material, verbal presentations and the organisation of seminars, conferences and similar events.
6. To help provide data and commentary as required to support special projects commissioned by the GLA or its functional bodies.
7. As direct by the Senior Economist, to develop an expertise and take overall responsibility for the Unit's work in particular fields (such as housing, environment, transport or regeneration for example).
8. As directed by the Senior Economist, to represent GLA Economics at external events and meetings and wider GLA Group activities.
9. To realise the benefits of London’s diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London’s communities.
10. To realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job and participating in multi-disciplinary groups and project teams within GLA Economics, across the GLA Group, and with relevant external organisations.

Key contacts

**Accountable to:** Senior Economist and Assistant Director of Intelligence.

**Accountable for:** Any resources allocated to the job.

**Principal contacts:** Staff and senior managers within the GLA and related organisations.

Key external stakeholders, including representatives of academic institutions, borough councils, libraries and information services, private and voluntary sector organisations.

Evaluation and appraisal economist

This role will support the team’s appraisal and evaluation function. As a result the post-holder will be expected to:

1. Act as a subject matter expert in the field of evaluation and cost-benefit analysis theory and practice. Responsible for ensuring that evaluation and cost-benefit analysis commissioned or produced is sufficiently robust for the purpose of strategic analysis and reporting.
2. Conduct objective analysis and meta-analysis (e.g. lessons learnt on what works, performance, value for money, impact) of evidence from evaluations and other performance-related data /information to inform strategic development of themes. Undertaking cost benefit analysis, return on investment and unit cost calculations as well as providing information on comparators where applicable
3. Have knowledge of the technical requirements of project appraisal, impact analysis, cost-benefit analysis and evaluation in the public sector (e.g. HM Treasury Green Book, Five Case Model, Magenta Book, and MHCLG Appraisal Guidance).

Person specification

**Technical experience/skills/ qualifications**

1. A degree or professional qualification in economics or a related subject, preferably to post-graduate level, or an ability to demonstrate the equivalent level of knowledge through experience in economics or a related field.
2. Broad knowledge and understanding of international, national, regional and London economic issues and trends and how these might affect policy and service delivery options for the GLA Group.
3. Broad knowledge of, or demonstrated capacity to acquire expertise in, policy areas relevant to the work of the GLA Group, such as economic development, regeneration, land use planning, the development process, transportation, housing and environmental policy for example.
4. Evidence of computer literacy including proficiency in using project management, spreadsheet, database (such as G.I.S.) and presentation software. Ability, or demonstrated capacity to acquire ability, to use specialised statistical software packages.

**Behavioural competencies**

**1. STAKEHOLDER FOCUS**

… is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others’ expectations.

Level 2 indicators of effective performance

* Seeks to understand requirements, gathering extra information when needs are not clear
* Presents the GLA positively by interacting effectively with stakeholders
* Delivers a timely and accurate service
* Understands the differing needs of stakeholders and adapts own service accordingly
* Seeks and uses feedback from a variety of sources to improve the GLA’s service to Londoners

**2. Communicating and Influencing**

...is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Level 2 indicators of effective performance

* Communicates openly and inclusively with internal and external stakeholders
* Clearly articulates the key points of an argument, both in verbal and written communication
* Persuades others, using evidence based knowledge, modifying approach to deliver message effectively
* Challenges the views of others in an open and constructive way
* Presents a credible and positive image both internally and externally

**3**. **PLANNING AND ORGANISING**

… is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 2 indicators of effective performance

* Prioritises work in line with key team and project deliverables
* Makes contingency plans to account for changing work priorities, deadlines and milestones
* Identifies and consults with sponsors or stakeholders in planning work
* Pays close attention to detail, ensuring team’s work is delivered to a high standard
* Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

**4**. **PROBLEM SOLVING**

… is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

Level 2 indicators of effective performance

* Processes and distils a variety of information to understand a problem fully
* Proposes options for solutions to presented problems
* Builds on the ideas of others to encourage creative problem solving
* Thinks laterally about own work, considering different ways to approach problems
* Seeks the opinions and experiences of others to understand different approaches to problem solving

**5. RESEARCH AND ANALYSIS**

… is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

Level 2 indicators of effective performance

* Proactively seeks new information sources to progress research agendas and address gaps in knowledge
* Grasps limitations of or assumptions behind data sources, disregarding those that lack quality
* Analyses and integrates qualitative and quantitative data to find new insights
* Translates research outcomes into concise, meaningful reports
* Identifies relevant and practical research questions for the future