**Job Description**

**Job title: Supervisory Economist, Appraisal and Evaluation**

**Grade: 11 Post number: GLA 2038**

**Directorate: Communities and Intelligence**

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

**Role of 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 can rely on a robust economic evidence base (including economic statistics, forecasts and projections) and that sound economic analysis informs the investment decisions, large-scale service delivery and key policy strategies that the GLA Group is responsible for. The unit is also an authoritative and highly regarded source of intelligence and information for anyone with an interest in the London’s economy (be they academics, commentators or decision-makers).

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**

This is a challenging role which has just been regraded to reflect an increased level of responsibility. The job holder will need to combine technical professional skills with the ability to play a strategic advisory and leadership alongside the Senior Economist and the other supervisory economists in the team. They will lead a small team which provides expert analysis and advice on the appraisal and evaluation of decisions on spending by the GLA and the distribution of funds allocated by the Mayor for designated purposes.

They and their team will help provide high quality economic information and advice to inform policy development and service delivery by the GLA and its functional bodies. Specifically, they will ensure that good quality appraisal and evaluation evidence informs policy development and funding allocation.

They will provide expert advice, guidance and training across the organisation on policy and project appraisal and evaluation, ensuring that relevant activities carried out by the GLA or by its consultant are in line with best practice guidance for the UK public sector, including HM Treasury’s Green Book and Magenta Book.

In addition to their evaluation/cost-benefit analysis responsibilities the post holder will:

* Provide best practice guidance and advice on development of performance frameworks and KPIs at all levels (from individual policies to broader GLA strategies/corporate performance). This will require someone who can engage confidently with relevant policy teams and lead analysts in particular areas and provide them with strategic advice.
* Lead in providing economic analysis and advice on selected priority activities/projects as instructed by the Senior Economist, for example in areas such as health, regeneration, environment and housing.
* Develop analytical commissions in close collaboration with senior policy leads, breaking down and structuring complex issues to turn them into manageable analytical problems. Subsequently, organise own work and the work of the team to see the work through to delivery.
* Help establish GLA Economics as an authoritative and well-regarded source of reliable information and data about London’s economy, assisting in the dissemination of data and information to a range of audiences and contributing to the preparation and assurance of publications.
* 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 (general G11 economist)**

1. Assist the Assistant Director of Intelligence, the Senior Economist and stakeholders within and outside the GLA Group in identifying requirements for economic analysis, data, intelligence, and information as well as ways of meeting such requirements.
2. 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 Intelligence Unit and its clients accordingly.
3. Take the lead in own areas of responsibility for identifying and commissioning 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, identifying key issues and trends of relevance to policy development and service delivery.
5. Help GLA Economics provide authoritative data and commentary about London's economy, helping deliver this internally and externally through written material, verbal presentations and the organisation of seminars, conferences and similar events.
6. Provide data and commentary as required to support special projects commissioned by the GLA or its functional bodies.
7. As directed by the Senior Economist, develop expertise and take overall responsibility for the Unit's work in particular fields (e.g. housing, health, environment, transport or regeneration), as required by changing work priorities.
8. Help the Senior Economist mange and motivate the unit’s staff and to direct and supervise the work of direct reports, helping them to succeed in terms of current performance and future development.
9. As directed by the Senior Economist, represent GLA Economics at external events and meetings and wider GLA Group activities, including by presenting analysis to senior audiences.
10. Help 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.
11. 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.
12. Manage staff and resources allocated to the job in accordance with the Authority’s policies and Code of Ethics and Standards

**Evaluation and appraisal economist**

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.
3. Undertake cost benefit analysis, return on investment and unit cost calculations as well as providing information on comparators where applicable, thereby helping GLA making decisions that represent good value for money for Londoners.
4. Develop and disseminate up-to-date 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 and Five Case Model, and Magenta Book, DCLG Appraisal Guidance).
5. Develop and disseminate within GLA Economics and more broadly best practice guidance on the development of performance indicators at all levels - from individual policies to policy strategies to corporate performance indicators.
6. Quality assure the economic analysis and (where relevant) the drafting of final reports, briefings etc., in a variety of GLA Economics work areas. This could include areas such as cost-benefit analysis (project appraisal); policy analysis and modelling.
7. Act as line manager to Grade 7 Economists (Evaluation).

**Key contacts**

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

**Accountable for:** Grade 7 economists.

**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.

**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. Experience in the field of evaluation and cost-benefit analysis theory and practice, preferably including experience in the preparation and scrutiny of business cases. This will ideally include broad knowledge of, or demonstrated capacity to acquire expertise in, UK public sector guidance to appraisal and evaluation (e.g. HM Treasury Green Book and Five Case Model, and Magenta Book, DCLG Appraisal Guidance).
3. 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.
4. 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.
5. 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. BUILDING AND MANAGING RELATIONSHIPS**

...is developing rapport and working effectively with a diverse range of people, sharing

Level 3 indicators of effective performance

* Actively engages partners and encourages others to build relationships that support GLA objectives
* Understands and recognises the contributions that staff at all levels make to delivering priorities
* Proactively manages partner relationships, preventing or resolving any conflict
* Adapts style to work effectively with partners, building consensus, trust and respect
* Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

**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 3 indicators of effective performance

* Encourages and supports teams in engaging in transparent and inclusive communication
* Influences others and gains buy-in using compelling, well thought through arguments
* Negotiates effectively to deliver GLA priorities
* Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
* Advocates positively for the GLA both within and outside the organisation

**3. Strategic thinking**

…is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action

for action.

Level 3 indicators of effective performance

* Translates GLA vision and strategy into practical and tangible plans for own team or delivery partners
* Consistently takes account of the wider implications of team’s actions for the GLA
* Encourages self and others to think about organisation’s long-term potential
* Informs strategy development by identifying gaps in current delivery or evidence
* Takes account of a wide range of public and partner needs to inform team’s work

**4. 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 3 indicators of effective performance

* Monitors allocation of resources, anticipating changing requirements that may impact work delivery
* Ensures evaluation processes are in place to measure project benefits
* Gains buy-in and commitment to project delivery from diverse stakeholders
* Implements quality measures to ensure directorate output is of a high standard
* Translates political vision into action plans and deliverables

**5. MANAGING AND DEVELOPING PERFORMANCE**

… is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA’s objectives and statutory obligations.

Level 3 indicators of effective performance

* Motivates and inspires others to perform to their best, recognising and valuing their work and encouraging them to learn and reflect
* Sets clear direction and expectations and enables others to interpret competing priorities
* Agrees and monitors challenging, achievable performance objectives in line with GLA priorities
* Actively engages partners and encourages others to build relationships that support GLA objectives
* Understands and recognises the contributions that staff at all levels make to delivering priorities
* Proactively manages partner relationships, preventing or resolving any conflict
* Adapts style to work effectively with partners, building consensus, trust and respect
* Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

**6. PROBLEM SOLVING**

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

Level 3 indicators of effective performance

* Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
* Actively challenges the status quo to find new ways of doing things, looking for good practice
* Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
* Initiates consultation on opportunities to improve work processes
* Supports the organisation to implement innovative suggestions

**7. 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 3 indicators of effective performance

* Expands networks to gain new information sources for research and policy development
* Identifies and implements methods to ensure intelligence is of a high quality
* Encourages others to analyse data from different angles, using multiple perspectives to identify connections and new insights
* Tailors research investment in line with likely impact for Londoners and policy priorities
* Retains a bigger picture view, ensuring research recommendations are appropriate and practical for the GLA and its stakeholders

**8. RESPONSIBLE USE OF RESOURCES**

… is taking personal responsibility for using and managing resources effectively, efficiently and sustainably.

Level 3 indicators of effective performance

* Allocates financial and people resources efficiently to maximise value for team and wider organisation
* Thinks in terms of maximum efficiency when planning resource allocation
* Implements good practice on efficient use of resources
* Monitors financial performance and efficiency of own team, ensuring delivery of work within budget
* Negotiates and manages contracts responsibly across a diverse supplier base

**Reasonable adjustment**

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.