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**Job Description**

**Job title: Economist**

**Grade: 7**

**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 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 devolution of the Adult Education Budget (AEB) to the Mayor has generated additional demands on the GLA’s need for reliable skills and labour market data and authoritative interpretation thereof. The role of the Economist is to assist in the provision of this information in order to support skills policy and funding decisions by the GLA.

**Job purpose**

This is a new role that has been created to support the delivery of the devolved AEB to London. It will require considerable cross team working alongside the grade 9 economist, supervisory economist and senior economist to deliver the Mayor’s vision for adult education in London. In particular the role will:

1. Provide high quality economic information and advice to inform the GLA’s skills strategy and policy development, with a focus on supporting the GLA’s initial and on-going responsibility of skills provision and funding under the Adult Education Budget.
2. To help the GLA identify its needs for data and other information to re-shape post-16 skills provision in London, and to support the work of GLA Economics to ensure these needs are met. Help develop a more ‘open data’ approach to skills, qualifications, progression and earnings that would bring benefits to and improve choices for learners and employers, while acknowledging and protecting data privacy where relevant.
3. Help maintain GLA Economics as an authoritative and well-regarded source of reliable information and data about London’s skills and labour market. Assist in analysing, appraising and evaluating to provide an overview of the London skills and labour market systems, its drivers and trends for policy-makers and others, and to assist in the dissemination of data and information to a range of audiences.
4. To contribute to special projects and initiatives commissioned by the GLA. These are likely to involve joint working with other organisations and sectors.

**Principal accountabilities**

1. As directed by the grade 9 economist or Supervisory Economist, to develop an expertise and provide high quality analysis, evaluation and appraisal to assist GLA Economics’ role in advising on the direction of skills policies and funding, with a focus on informing the initial and on-going development of priorities for the AEB in London (as set out in an annual AEB Funding Statement and annual AEB commissioning strategy).
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. Undertaking cost benefit analysis, return on investment and unit cost calculations as well as providing information on comparators where applicable.
3. To help provide data and commentary as required to support the approach to post-16 skills reforms and future commissioning of adult skills funding by the GLA.
4. Assist the grade 9 economist, Supervisory 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 skills policy development and service delivery.
5. To maintain an up-to-date understanding of London’s skills and labour market and the forces and trends at regional, national and international levels that affect it, and advise the team and its clients accordingly.
6. To help GLA Economics provide authoritative data and commentary about London's skills and labour market.
7. Assist the Supervisory Economist and stakeholders within and outside the GLA identify their requirements for economic data, intelligence, information and analysis and identify ways of meeting these.
8. 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.
9. As directed by the Supervisory Economist, to represent GLA Economics at external events and meetings and wider GLA Group activities.
10. 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.
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.

**Key contacts**

**Accountable to:** Supervisory Economist and/or Economist (G9)

**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, government and its agencies, UK Commission for Employment and Skills, 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. Evidence of knowledge and understanding of international, national, regional and London skills and labour market issues and trends and how these might affect policy and service delivery options for the GLA.
3. 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, DBIS, RDA Impact Evaluation Framework).
4. Broad knowledge of, or demonstrated capacity to acquire expertise in, policy areas relevant to the work of the GLA Group, including in skills and labour markets.
5. Evidence of computer literacy including proficiency in using spreadsheet and presentation software. Ability, or demonstrated capacity to acquire ability, to use specialised statistical and programming software packages (such as SPSS and R).

**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