****

**Job Description**

**Job title: Economist**

**Grade: 9**

**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 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, analysis 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. 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. Also, 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. To access and analyse large datasets using Individual Learning Record datasets.
4. Help establish GLA Economics as an authoritative and well-regarded source of reliable data, information and analysis about London’s skills and labour market, its drivers and trends, assisting in the dissemination of data and insights to policy makers and broader stakeholders.
5. 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 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 education and 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. To manage, direct and 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. Also, to undertake cost benefit analysis, return on investment and unit cost calculations as well as providing information on comparators where applicable.
3. To manage the provision of data and commentary as required to support the approach to post-16 skills reforms and future commissioning of adult skills funding by the GLA. This will include the access and analysis of large datasets using Individual Learning Record datasets.
4. Assist the 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 education and skills policy development and service delivery.

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, ensuring that GLA Economics is seen as an authoritative source of data, analysis and commentary in these areas.

1. To 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. Also, to represent GLA Economics at external events and meetings and wider GLA Group activities.
2. As directed by the Supervisory Economist, to develop an expertise and take overall responsibility for elements of GLA Economics’ work in particular areas
3. To direct and supervise the work of junior GLA Economics staff and to manage staff and resources allocated to the job in accordance with the Authority’s policies and Code of Ethics and Standards.
4. 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.
5. To realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.

**Key contacts**

**Accountable to:** Supervisory Economist and/or Senior Economist

**Accountable for:** Economist (Grade 7) and any other staff/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.

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 professional experience in economics or a related field.
2. 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).
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 and provide economic advice in policy areas relevant to the work of the GLA Group, especially in terms of labour market and education policy, economic development and regeneration but also potentially in broader areas of GLA interest (e.g. land use planning, the development process, transportation, housing and environmental policy).
5. Evidence of computer literacy including proficiency in using project management, spreadsheet, database and presentation software. Ability, or demonstrated capacity to rapidly acquire ability, to use specialised statistical software packages (e.g. R, e-views, Stata) for statistical and econometric analysis. And familiarity with or ability to learn database software.
6. Evidence of ability to work on and, where appropriate, lead on multi-disciplinary, multi-agency projects.
7. Awareness of and evidence of ability to operate in, a complex political or policy environment.
8. An understanding of how the GLA Group’s commitment to taking a strategic lead in combating discrimination and promoting equality of opportunity throughout London can be enhanced and supported by this role.

**Behavioural competencies**

**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. BUILDING AND MANAGING RELATIONSHIPS**

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

**Level 2 indicators of effective performance**

**√** Develops new professional relationships

**√** Understands the needs of others, the constraints they face and the levers to their engagement

**√** Understands differences, anticipates areas of conflict and takes action

**√** Fosters an environment where others feel respected

**√** Identifies opportunities for joint working to minimise duplication and deliver shared goals

**4. 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 2 indicators of effective performance

**√** Seeks opportunities to develop professional skills and knowledge and encourages team to do so.

**√** Ensures own and others’ workloads are realistic and achievable

**√** Provides staff with clear direction and objectives, ensuring they understand expectations

**√** Recognises achievements and provides constructive feedback and guidance

**√** Gives staff autonomy and confidence to perform well and to their potential

**5. 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

**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

**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.