**Job title: Supervisory Economist**

**Grade: 12**

**Directorate: Strategy and Communications**

**Unit: GLA Economics**

#### Job purpose

To lead a team which provides high quality economic information and advice to inform policy development and Mayoral strategies. They will also be responsible for leading GLA Economics’ advice on development and delivery of strategic analysis of London’s skills system and labour market, including for the delivery of the Skills’ Advisory Panel Annual Skills Report.

The post holder will also:

* 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.
* Contribute to and, where appropriate, plan and lead work on special projects and initiatives commissioned by the GLA and its functional bodies (particularly Transport for London), and take personal responsibility for their completion to ensure deadlines are met so far as it is practicable.
* 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.
* Provide high-level, specialist economic advice to senior managers and members of the GLA, its functional bodies and external partner organisations

#### Principal accountabilities

1. To 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. 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. To lead GLA Economics’ work in delivering analysis of strategic analysis of London’s skills system and labour market. This will involve delivery of the Skills Advisory Panel’s Annual Local Skills Report among other analysis to inform employment and skills policy.
4. To lead GLA Economics’ work in support of the London Plan, including overseeing the production and development of the long-run employment projections.
5. To 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, including by identifying innovative approaches to data and modelling.
6. To 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.
7. To present data and commentary to colleagues within GLA Economics and to its clients at senior level through clear written material, verbal presentations and the organisation of seminars, conferences and similar events.
8. To provide data and commentary as required to support special projects commissioned by the GLA or its functional bodies (particularly Transport for London).
9. To represent GLA Economics at external events and meetings and wider GLA Group activities.
10. To be a subject matter expert and take overall responsibility for the GLA Economics’s work in policy areas of responsibility (principally labour market and skills, local economic development, business performance, transition a net zero carbon economy and inclusive growth and social policy) and to develop expertise in other areas as directed by the Senior Economist.
11. 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.
12. 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
13. To manage staff and resources in allocated to the job in accordance with the Authority’s policies and Code of Ethics and Standards

#### Key contacts

**Accountable to:** Senior Economist, GLA Economics, City Intelligence Unit

**Accountable for:** Two Grade Economists at Grades 9 to 10 and four Grade 7 Economists.

**Principal contacts**: Senior managers and staff within the GLA and related organisations.

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

**Person specification**

**Technical requirements/experience/qualifications**

1. A postgraduate degree (or equivalent professional qualification) in economics or a related subject, with experience after graduation, or an ability to demonstrate the equivalent level of knowledge through significant experience in economics or a related field.
2. Evidence of detailed knowledge of labour market economics and policy and/or the economics of local/regional economic development and ideally in one of the following: planning/land-use or transport economics and policy, business economics, innovation economics, economic growth, socio-economic analysis.
3. Evidence of a good 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, and environmental policy (including green growth and net-zero carbon transition).
5. Evidence of ability to identify, analyse, develop and recommend policies and solutions to complex problems.
6. Evidence of a high level of personal, verbal and written communication skills, and of ability to communicate complex issues to a range of audiences effectively.
7. Evidence of excellent numeracy skills and computer literacy including proficiency in using Excel and specialised statistical software packages (e.g. R, Python).
8. Evidence of ability to work on and, where appropriate, lead multi-disciplinary, multi-agency projects.
9. Awareness of, and evidence of ability to operate in, a complex political or policy environment.
10. 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**

**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 3 indicators of effective performance

* Understands diverse stakeholder needs and tailors team deliverables accordingly
* Is a role model to others, encouraging them to think of Londoners first
* Manages stakeholder expectations, so they are high but realistic
* Removes barriers to understanding the needs of diverse stakeholders, including hard to reach groups
* Focuses own and team’s efforts on delivering a quality and committed service

**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. 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

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 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

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 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

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 (level 3)**

… 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.