

Role profile

Role title	Senior Economic Analyst
Department and directorate	Public Health and Healthcare Delivery, Communications and Policy
Job family level	4
Reports to (job title and name)	Head of Public Health and Healthcare
Direct reports (job title and name)	Research analyst

Summary – purpose of the role

- Lead the economic analysis team (consisting of this role and a research analyst) and line manage research analyst
- Provide economic advice, input and support across the PHH function and wide Communications and Policy Directorate
- Undertake economic research and analysis across a variety of policy topics (incl. data analysis, modelling, forecasting, fiscal analysis, costing policy proposals and conducting surveys) to support policy work, lobbying and media supported by a research analyst and the wider function
- Accountable for the work of the research analyst and occasionally externally commissioned analysis or research, liaising closely with the head of PHH on any budgetary impact
- Prioritise and respond to ad hoc requests for analysis, research and advice, working closely with the Senior Research Advisor
- Provide written and oral intelligence to Chief Officers, executive team and committees
- Contribute to the development and delivery of the directorate’s business plan, performance indicators and risk management plan.



Skill (level and breadth of application)

Describes what relevant experience is necessary to undertake this role, and what specialist, technical or professional qualifications are required to be able to perform the job

- Ability to conduct analysis and research (including ability to analyse large datasets, modelling and forecasting, conducting desk-based policy research and understanding of qualitative research methods)
- Understanding of fiscal policy and ability to cost policy proposals using green book methodology
- Good knowledge of economics and ability to apply economic theory to policy problems
- Ability to use analysis, data visualisation and survey software
- Knowledge of population health and healthcare delivery policy issues desirable together with an understanding of open policy making
- Ability to communicate clearly conveying key information succinctly, both written (eg in policy reports or analysis notes) and orally (eg in briefing colleagues or in presentations)
- Ability to influence highly articulate and challenging individuals, using expertise, tact and diplomacy
- Ability to form effective relationships with colleagues (esp. with the BMA’s research network and policy staff) and work flexibly across a number of projects
- Ability to form effective relationships with counterparts in stakeholder organisations
- Understanding of the association’s dual roles as trade union and professional body
- Personal resilience – occasionally comes into contact with challenging members

Intellectual demands (complexity and challenge)

Describes what sorts of problems, situations or issues are typically dealt with as part of the role

- Strong understanding of analysis and research methodologies
- Strong understanding of HMT’s green book and ability to cost policy proposals
- Ability to grasp new policy concepts quickly to undertake research and analysis of policy issues / proposals, particularly in emerging areas of policy
- Ability to mentor and develop policy staff to undertake more analysis and research within their areas, alongside formally line managing and overseeing work of research analyst
- Ability to undertake research and analysis independently, as the senior expert advisor within the team
- Ability to translate discussions with members, committees and on listservers into clear, concise analysis and research
- Ability to challenge research findings produced by others based on analysis of data, methodology and findings

Judgement (independence and level and impact limitations)

Describes the typical decisions that are made in the job without reference to any higher authority

- Accountability for the work of the research analyst and the team’s contribution to PHH’s overall budget (c. £xxx)
- Decision maker on methodology and analysis
- Sound judgement on the need to refer sensitive issues for higher level decision
- Analysis and research can be used to enhance the BMA’s reputation with external audiences (eg government, public opinion) and members
- Research and analysis findings and critique of other organisations’ analysis and research impacts on one or more branches of practice or the profession as a whole

Judgement (independence and level and impact limitations)

- The majority of work will be commissioned by policy and communications staff and members

Use of resources (supervision of resources and influence)

Describes what responsibility the postholder will have for managing people, equipment, budgets, resources, customer's welfare or confidential information.

- Subject matter expert on analysis and research issues responsible for one member of staff
- Accountable for team's contribution to achievement of strategic goals and directorate business plan
- Accountable for team's contribution to PHH's budget
- Role may involve collection and use of sensitive data, including primary research undertaken with members

Communication (level, internal and external demands and significance)

Describes the scope and purpose of communication the postholder will be expected to undertake on a regular basis, both internally and externally.

- Extensive contact with colleagues at all levels of the association– eg, team member in the healthcare delivery team, population health team, wider communications and policy directorate, network of internal researchers, staff in the devolved nations, Professional Policy and Activities and National Negotiations and Representation; chair of council, chairs of devolved nations' councils, committees and committee chairs, executive team and leadership team (internal customers). Purpose: to understand, challenge and agree research requirements; work with 'customers' throughout projects; present research findings; interpret and present other organisations' research findings to internal audiences
- Develop external contacts to understand others' research priorities and initiatives; explore/negotiate partnership/ alliance working; early intelligence on as yet unpublished findings; challenging data, methodologies, findings as appropriate. Represent BMA at external meetings – present findings to counterparts.

Physical demands & coordination (physical effort and mental strain)

Describes any unusual physical or mental demands of the role; for example, lifting heavy objects, standing for long periods, using VDUs extensively or high levels of concentration

- Ability to maintain focus and concentration while working in an open plan office
- Ability to work effectively in a matrix environment

Working conditions and emotional demands

Describes the environmental conditions in which the work is conducted, the social and emotional demands faced by the role and the pressures resulting from these

Working conditions and emotional demands

- Personal resilience – able to withstand robust challenge from elected and other members and stakeholders.
 - Flexibility – able to adapt to new ways of working, move into new areas of responsibility and ‘help out’ across the directorate as required, in a constructive manner
 - Working outside normal office hours may be required (eg to attend events or complete work), albeit this will be limited
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Sign-off

Manager:

Date:

Role holder:

Date: