

Role profile

Role title	Economic analyst
Department and directorate	Public Health and Healthcare Delivery, Communications and Policy
Job family level	6
Reports to (job title and name)	Senior Economic Analyst
Direct reports (job title and name)	None

Summary – purpose of the role

- Undertake quantitative research and economic 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 activity under the guidance of Senior Economic Analyst and Senior Research Advisor
 - Produce written work to a good standard (eg short reports, blogs, analysis notes, economics and policy briefings)
 - Contribute to the delivery of plans to engage with members and relevant stakeholders, as required
 - Support the head of function, Senior Economist and Senior Research Adviser in increasing knowledge of economic theory, data awareness, data use, data analysis and effective data visualisation across the function's policy work
 - Provide project support, as required
 - Contribute to the development and delivery of the directorate's business plan, performance indicators and risk management plan.
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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 research and analysis (including ability to analyse large datasets, conducting desk-based policy research and understanding of quantitative research methods)
- Understanding of economics and fiscal policy and interest in applying economic theory to policy problems
- Strong ability to work with numbers, as role will involve the costing of policy proposals, with support from Senior Economist
- Ability to use or quickly get to grips with data/statistical analysis software (eg. Excel, SPSS/R), data visualisation software (eg. Flourish) and survey software (eg Surveymonkey)
- Knowledge of population health and healthcare delivery policy issues desirable, but not essential, 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 form effective relationships with colleagues (esp. with 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

- Ability to grasp new policy concepts quickly to undertake research and analysis of policy issues / proposals, particularly in emerging areas of policy
- Ability to undertake research and analysis independently, with guidance from Senior Economic Analyst and Senior Research Advisor
- Ability to translate discussions with members, committees and on listservers into clear, concise analysis and research, for review by Senior Economic Analyst or Senior Research Advisor
- Ability to keep projects on track by providing appropriate support to project managers (usually policy advisors)

Judgement (independence and level and impact limitations)

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

- Responsible for undertaking research, analysis and drafts written outputs to a high standard and within requisite timescales
- The majority of work will be commissioned by policy and communications staff and members and reviewed by Senior Economic Analyst or Senior Research Advisor.

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.

- Some direct contact with members and regular contact with elected members
- Role may involve collection and use of sensitive data, including primary research undertaken with members
- No line management or budgetary responsibility

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.

- Contact with team members in the healthcare delivery team, population health team, wider communications and policy directorate, and staff in devolved nations (internal customers)
- Contact with committees and committee chairs, staff in devolved nations, member relations, network of internal researchers, Professional Policy and Activities and National Negotiations and Representation and communications and policy. Purpose: to liaise on key issues – particularly to 'chase' necessary documents, advice etc to keep projects on track; draft documents may be reviewed by colleagues in other departments/directorates
- Develop external contacts with counterparts in stakeholder organisations.

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

- 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

Sign-off

Manager:

Date:

Sign-off

Role holder:

Date: