

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Tees Valley Combined Authority.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Senior Economic Analyst (Economist)

Vacancy ID: 008497

Salary: £34,538.00 - £37,306.00 Annually

Closing Date: 04/03/2018

Benefits & Grade

Grade M

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to a Disclosure Scotland check

Interview Date

15/03/2018

Job Description

We are at the forefront of northern growth, and a flagship for successful devolution.

In May of 2017, residents in Tees Valley voted to elect their first Mayor, and the area established one of the first Mayoral Combined Authorities in the country. This gives us access to newly devolved powers and resources from Central Government, to drive forward an ambitious agenda that can increase economic growth and prosperity across the region.

The Tees Valley covers five local authorities – Darlington, Hartlepool, Middlesbrough, Stockton and Redcar & Cleveland – with a combined population of 660,000.

The Authority incorporates the highly successful Tees Valley Local Enterprise Partnership, and sustains strong links with the local business community and other partners. Together, we aim to create 25,000 jobs and £2.8bn extra growth by 2026.

This is an exciting opportunity to join the Combined Authority team. We are recruiting a Senior Economic Analyst (Economist) to deputise for the Economic Strategy and Intelligence Manager in the delivery of their functions related to: appraisal and evaluation, economic modelling and the provision of economic intelligence. In addition, the role holder will act as the operational lead for developing, managing and maintaining demographic intelligence and population projections that support Tees Valley Combined Authority (TVCA) and its partners, particularly with regard to the development of the Strategic Economic Plan, the Industrial Strategy for the Tees Valley, local authority schools and housing functions and other key work programmes and strategies.

You will have demonstrable experience of appraisal, evaluation, preparation of economic analysis and demographics from either Central Government, Local Government or the private sector, and a proven track record of establishing successful working relationships across public and private sectors.

For detailed information on this role, please refer to the Job Description and Person Specification.

For more information, visit www.teesvalley-ca.gov.uk/jobs.

For a further informal discussion, please contact Keith Wilson, Economic Strategy and Intelligence Manager at Keith.wilson@teesvalley-ca.gov.uk or 01642 632004.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

JOB DESCRIPTION

Post Title:	Senior Economic Analyst (Economist)
Post Reference:	TVCA 22
Grade:	M
Responsible to:	Economic Strategy and Intelligence Manager
Contract:	Permanent

Job Purpose

The purpose of this role is to deputise for the Economic Strategy and Intelligence Manager in the delivery of their functions related to: appraisal and evaluation, economic modelling and the provision of economic intelligence. In addition, the role holder will act as the operational lead for developing, managing and maintaining demographic intelligence and population projections that support Tees Valley Combined Authority (TVCA) and its partners, particularly with regard to the refreshed Strategic Economic Plan (SEP), the Industrial Strategy for the Tees Valley, local authority schools and housing functions and other key work programmes and strategies. This work involves liaising with partners to develop the information and intelligence needed for these projects, plus seeking, analysing, interpreting, reporting and disseminating this intelligence appropriately. It may also be necessary to represent the Tees Valley Combined Authority at regional and national level.

The post holder will work closely with the Heads of Service of all six themes of the refreshed SEP in TVCA and the five Tees Valley Local Authorities to ensure consistency of approach in data management and data sharing.

Duties & Responsibilities

1. Act as the day to day lead on economic and demographic intelligence to TVCA and its partners; using initiative to develop, manage and maintain datasets to ensure work is relevant, timely and fit for purpose.
2. Provide relevant information and intelligence to support and contribute to the refreshed SEP and other key work programmes and strategies.
3. Provide appraisal and evaluation support to the Investment Team within TVCA and relevant partners.
4. Provide economic modelling support to the Investment Team within TVCA and relevant partners.
5. Line Management for the Economic Analyst and Assistant Economic Analyst roles.
6. Liaise with partners to develop and interpret information and intelligence that meets the needs of TVCA and its partners in the following areas:
 - Demographic information and intelligence, including population and household estimates, small area population data, migration and fertility trends and identifying potential impacts upon the economy from these trends;
 - Modelling future information and intelligence, ensuring synergy between projected population, structure and housing and schools' needs, examining different growth scenarios; and
 - Supporting Tees Valley Local Authorities and other partners with the dissemination of key Census and other demographic and economic data.

7. Seek out, and have full regard for, local, regional, national and international issues and developments affecting local demography and developments related to the next Census.
8. Represent the Tees Valley Combined Authority at the regional and national level on demography, modelling and census matters.
9. Seek, negotiate and obtain relevant data from various organisations, including business consultation and surveys where appropriate. This may involve developing, maintaining, amending and working within the relevant information sharing protocols and having full regard for data protection.
10. Assist in the development of possible open data solutions.
11. Inform, influence and provide support for various Foreign Direct Investment enquiries, including the provision of an interactive mapping tool to support these enquiries where necessary.
12. Provide specialist input, including but not limited to business and sectoral intelligence and demographic and pupil projections to the Tees Valley Spatial Information Portal, Interactive Area Profile and the Partner Portal area of the TVCA website.
13. Working with the Economic Analyst (Data Analyst) post, provide specialist input on the development, implementation and use of the appropriate data management systems across Tees Valley to meet the requirements of TVCA and its partners, including working closely with colleagues from TVCA to identify opportunities to make good use of the collective data.
14. Develop and maintain appropriate system manuals, policies and procedures for the use of data management system across Tees Valley. Providing user training and support as required.
15. Help ensure compliance with relevant legislation, e.g. health and safety.
16. Undertake such personal training as is deemed necessary to undertake the duties and responsibilities of the post.
17. Undertake other duties and responsibilities commensurate with the grading and nature of the post.

PERSON SPECIFICATION

Post Title: Senior Economic Analyst (Economist)

Post Reference: TVCA 22

Qualifications and Experience

Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to degree level (preferably a degree course demonstrating significant numerical ability) plus a relevant professional qualification or the equivalent level of knowledge gained through substantial demonstrable experience of providing economic and demographic analysis in a policy environment.	Higher degree in economics	Application
Experience and knowledge	<p>Wide ranging appraisal, evaluation and economic modelling experience.</p> <p>Wide ranging knowledge of relevant sources of demographic information and appropriate techniques for its evaluation, analysis and interpretation.</p> <p>Considerable knowledge of relevant demography, census and modelling issues.</p> <p>Experience of working and liaising with senior partners, along with regional and national agencies.</p> <p>Considerable knowledge and experience in using a range of Microsoft software (Excel and Access) and specialist GIS mapping software, such as MapInfo and QGIS</p> <p>Experience of open data techniques and presenting information in a variety of</p>	<p>Knowledge of relevant Tees Valley strategies and organisations.</p> <p>Experience of providing support to services within the public and private sector.</p> <p>Negotiating, writing, advising on and implementing information sharing protocols, where relevant.</p> <p>Knowledge of relevant strategies and organisations.</p>	Application Interview

	ways. Experience of managing staff.		
Skills	<p>Ability to manage intelligence projects in a partnership setting.</p> <p>Ability to manage sensitive and confidential information and knowledge of data protection and data security, where relevant.</p> <p>Ability to analyse complex data and formulate policy propositions</p> <p>Ability to lead meetings relevant to all aspects of the work.</p> <p>Ability to initiate and develop the work and generate new ideas within the environment of the post.</p> <p>Ability to analyse and interpret information relevant to the users' needs.</p> <p>Ability to manage staff.</p> <p>Ability to prioritise work and to meet deadlines.</p> <p>Having a range of presentation skills.</p>		Application Interview
Personal Attributes	<p>Attention to detail and produces work to a high standard.</p> <p>Organised, adaptable and responsive to change.</p> <p>Ability to benefit from training relevant to the post.</p> <p>Ability to lead and undertake work to tight deadlines.</p> <p>Ability to think widely and deal logically with problems.</p> <p>Ability to communicate with clients from various backgrounds.</p> <p>Enthusiastic, well-motivated and uses initiative in the work.</p>		Application Interview

Conditions of Service

General

Conditions of service generally are those contained in the appropriate National Joint Council Schemes. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours, from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). There is a flexible working hours scheme in operation.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Authority is working towards an environment where all employees receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Authority operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Authority. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Authority in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.