

North East Local Enterprise Partnership



Job Description

Job Title: Economic Analyst
Service: North East Local Enterprise Partnership
Responsible to: Senior Economist
Salary band: NECA Grade 9 – £30,756 to £34,106
Host Employer: North East Combined Authority

1. Primary purpose

- 1.1 To provide analytical support to the North East Local Enterprise Partnership to help shape key regional economic documents including the North East Strategic Economic Plan and North East Local Industrial Strategy.
- 1.2 To provide analytical support to key programmes and projects within the North East Strategic Economic Plan and North East Local Industrial Strategy.
- 1.3 To provide analytical support to help assess the effectiveness and impact of the North East Strategic Economic Plan, the North East Local Industrial Strategy and the programmes and projects undertaken to help deliver these.
- 1.4 To help develop the North East Local Enterprise Partnership's evidence base including the preparation of key reports.

2. Principal responsibilities

- 2.1 To undertake analysis of official datasets and other relevant reports and data to inform the development and delivery of key North East Local Enterprise Partnership strategic documents, including the North East Strategic Economic Plan and the North East Local Industrial Strategy.
- 2.2 To undertake analysis of official datasets and other relevant reports and data to help build the economic evidence base for the North East. This will include, but not be restricted to, undertaking the analysis that underpins the annual Our Economy report, the North East Data Hub, the LEP's commentary on key economic statistical releases and *ad hoc* analysis undertaken for colleagues as required.

- 2.3 To work with colleagues to identify additional sources of data to help the North East Local Enterprise Partnership and its partners to better understand the North East economy.
- 2.4 To undertake desk research (including literature reviews and policy reviews) to help inform the work of the North East Local Enterprise Partnership and its partners.
- 2.5 To work with colleagues internally and externally to help identify key research needs and to help scope, plan and deliver a programme of research.
- 2.6 To provide analytical input into the development of funding proposals, programme and project appraisals and development of Green Book compliant business cases as appropriate.
- 2.7 To undertake analysis of internal monitoring and evaluation data to help assess the impact of the North East Strategic Economic Plan and North East Local Industrial Strategy.
- 2.8 To communicate the findings of analysis undertaken in both written and oral forms to appropriate internal and external audiences.
- 2.9 To contribute to the North East Local Enterprise Partnership's approach to building the evidence base, including our thinking and action on the most appropriate sources of data, methodologies for analysis and ways of communicating key insights to diverse audiences.
- 2.10 To provide analysis and insight to the North East Local Enterprise Partnership Board and Sub Boards as required.
- 2.11 To carry out any other duties deemed appropriate for and on behalf of the North East Local Enterprise Partnership Board.

3. Key accountabilities and relationships

- 3.1 To contribute to the work of the North East LEP as part of the Executive Team.
- 3.2 To contribute to the work of the LEP's Strategy and Policy team, including the delivery of its vision "*To ensure the LEP places up to date economic analysis, evaluation and evidence development at the heart of its work, and is looked to as a focus for innovative, collaborative and policy oriented evidence development*".
- 3.3 To work with key stakeholders including working directly with members of the North East Evidence Forum.