

## Job Description

**Post Title:** Economic Intelligence Manager  
**Post Reference:**  
**Grade:** P  
**Duration:** Permanent  
**Reports to:** Head of Investment Development

### Job Purpose

To develop and implement robust economic analysis and interpretation that informs strategic investment priorities.

### Competency Framework Level

	General Competencies
<b>All Staff</b>	<ul style="list-style-type: none"> <li>• We do what we say we will</li> <li>• We do it when we say we will</li> <li>• We aim for excellence</li> <li>• We keep people informed</li> <li>• We strive to learn and develop</li> <li>• We give and receive constructive feedback and act on it</li> </ul>

### Senior Manager

	Leadership & Direction
<b>Senior Manager</b>	<ul style="list-style-type: none"> <li>• Leads on the program or project delivery; owns and takes ownership for delivery</li> <li>• Manages delivery of value-added activity and identified outputs</li> <li>• Anticipates the issues and challenges that will arise</li> <li>• Demonstrates confidence and judgement when leading others through difficult situations</li> <li>• Motivates through enthusiasm, understanding and knowledge sharing about the program or project</li> <li>• Monitors and provides clear, balanced and constructive feedback on individual performance and takes action to deal with performance issues</li> <li>• Navigates the challenges at the delivery level</li> <li>• Monitors and provides clear, balanced and constructive feedback on individual performance and takes action to deal with performance issues</li> </ul>

	Communication & Influence
<b>Senior Manager</b>	<ul style="list-style-type: none"> <li>• Communicates with purpose, sets the direction with clarity and enthusiasm</li> <li>• Establishes comprehensive relationships with relevant stakeholders</li> <li>• Checks for understanding with consensus; is able to reiterate the reasoning through own understanding</li> <li>• Is able to utilise persuasive skills to convince others through a well-structured and merit-based argument</li> <li>• Effectively reasons direction changes to those at operational delivery level</li> <li>• Explains the need for re-direction or re-focus as the project or program evolves</li> </ul>

	Experience & Technical
<b>Senior Manager</b>	<ul style="list-style-type: none"> <li>• Has established career in chosen field with more than 5 years relevant experience</li> <li>• Has most of the technical knowledge / skills required by the organisation in their field and can independently access anything outside of their skillset</li> <li>• Leads the organisation on a day to day basis on significant projects or programmes</li> <li>• Manages relationships with Civil Servants in their field</li> <li>• Is an adviser to the Head of Service and Director in their area of responsibility</li> <li>• Is a recognised expert within the organisation in their project / programme</li> <li>• Manages more junior officers in their projects / programmes</li> </ul>

	Responsibility & Accountability
<b>Senior Manager</b>	<ul style="list-style-type: none"> <li>• Has operational responsibility and accountability to Head of Service for their project / programme</li> <li>• Has operational responsibility and accountability to Head of Service for delivering the Outputs required in their project / programme</li> <li>• Has operational responsibility and accountability to Head of Service for financial outcomes within their Project / Programme</li> <li>• Has operational responsibility and accountability to Head of Service for People Development within their Project / Programme</li> </ul>

## Duties & Responsibilities

1. Responsible for managing the Economic Intelligence function, including:
  - I. Managing the analysis, interpretation, and dissemination of national and local data on key issues, including business, demographics, innovation, unemployment, and education and skills performance, to inform the development of strategic investment priorities.
  - II. Lead on building strategic partnerships to develop intelligence that meet the needs of the organisation.
  - III. Lead on identifying and delivering bespoke research required to target interventions most effectively.
  - IV. Lead on seeking innovative solutions to data presentation and analytical methods that can best meet the need of the organisation and its stakeholders.
2. Manage the organisation's economic intelligence function in a coordinated manner and work with other key stakeholders to share intelligence.
3. Develop strong relationships with central government to ensure collaboration and buy in to the Tees Valley's economic evidence base.
4. Work proactively to ensure strong and effective relationships with key stakeholders and project partners, including the local authorities, the Mayor's Office, and the Business Board.
5. Identify new and innovative sources of data, utilising a range of techniques, to deepen our understanding of the issues and challenges in the region.
6. Develop the utilisation of Geographic Information Systems (GIS) to create maps and graphic reports that can inform the development of plans, strategies, and projects.
7. Communicate complex technical ideas and theories in a way that all partners can readily understand.
8. Manage relationships with a wide range of local, regional, and national bodies to improve the evidence base, and analytical and presentation methods.
9. Ensure a co-ordinated approach to commissioning economic research and analysis to achieve organisational objectives.
10. Work closely with the Policy Development Manager to ensure the evidence base informs policy, plans and investment decisions.
11. Support the internal bid preparation and approval processes in respect of external funding opportunities, ensuring the preparation and submission of well-planned and high-quality bids.
12. Where a programme or project is proposed for investment, manage the support provided for business case development to establish a strong evidence base, options analysis, and economic impact assessment, in accordance with HM Treasury Green Book guidance.
13. Coordinate information to support the Performance, Risk & Assurance Team with appraisal and monitoring & evaluation.

14. Meet requirements of relevant Assurance Bodies (internal and external) to assist with the formal evaluation and approval of projects and programmes under the Authority's specified processes.
15. Manage the Economic Intelligence Officer(s).
16. Manage associated budgets and costs in line with agreed procedures.
17. Deputise for the Head of Investment Development where appropriate.
18. Undertake any other duties that may be deemed reasonable and necessary to meet the duties and responsibilities of the post and undertake any training that is identified as being required to achieve this.
19. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
20. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
21. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act and behave according to the Employees' Code of Conduct.