

## Job Description

|                                       |                               |            |
|---------------------------------------|-------------------------------|------------|
| <b>Post title</b>                     | Economic Analyst (Bus Reform) |            |
| <b>Grade</b>                          | N9                            |            |
| <b>Job Evaluation Code and Points</b> | A5042                         | 586 points |
| <b>Directorate</b>                    | Transport                     |            |
| <b>Team</b>                           | Bus Reform                    |            |
| <b>Reporting to</b>                   | Head of Bus Reform            |            |
| <b>Responsible for</b>                | N/A                           |            |

### Job Purpose

To work closely with external specialists, review and challenge their expert economic analysis to be able to advise and support the development, implementation and evaluation of bus reform. The role involves interpreting and translating detailed economic modelling, cost benefit analysis and impact assessment to ensure the effective delivery of bus reform policy in the North East.

### Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

- To critically assess and scrutinise economic appraisals, according to best practice and HM Treasury's Green Book principles, to ensure development and sustainability of economic models to assess the costs, benefits and economic impacts of bus franchising schemes.
- Understand and advise on cost benefit analyses to support decision making processes.
- Work with specialists to analyse economic trends and data to forecast the long-term implications of franchising schemes.
- Co-ordinate the collection, management and analysis of large data sets related to public transport.
- Contribute to the development of policies and strategies associated with bus franchising and wider transport and/or Combined Authority objectives, ensuring that they are, where necessary, underpinned by robust economic assumptions or business cases.

- Assist in developing scenarios that inform the financial model and budget setting process, for example different fares and lead the integration of the economic analysis with other aspects of the bus franchising project.
- Provide economic insights to inform policy decisions and strategic planning and adopt a creative approach to developing new ideas.
- Work collaboratively with internal and external stakeholders, including the senior sponsor of the Economic Case of the Franchising Scheme Assessment, to align economic analysis with broader policy objectives.
- Engage with internal and external stakeholders, including local authorities, transport operators and the public, to gather inputs and disseminate findings.
- Present complex economic concepts and findings in a clear, accessible manner to non-specialist audiences including writing reports, briefings and delivering presentations with the aim of increasing understanding of how buses affect the North East economy, communities and the environment.
- Where necessary, help to represent the economic impact and economic case work being undertaken for the bus reform project in other North East CA and partner organisations' business cases.
- Conduct research on best practice and emerging trends in transport economics and document methodologies, assumptions and results of economic analysis for transparency and reproducibility.
- To provide employee supervision, coaching and mentoring as required.

## Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.*

## Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

## Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

## Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

**Person specification**
**Job Title**

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

|                             | <b>Essential</b>   | <b>Desirable</b>  |
|-----------------------------|--|---|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>• Relevant degree or other specialist qualification.</li> </ul>   | <ul style="list-style-type: none"> <li>• Evidence of continued professional development.</li> </ul>   |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• Proven experience in economic analysis.</li> <li>• Demonstrable experience of producing and presenting summary reports in a clear and engaging manner as well as ability to make recommendations to senior managers.</li> <li>• Excellent all round communication skills with a capacity to present, discuss, interpret and explain relevant information.</li> <li>• Demonstrable experience of analysing a variety of complex data sources and summarising the findings for a range of audiences.</li> <li>• Demonstrable experience of adopting a creative approach to problem solving.</li> <li>• Experience of research and analysis of complex data.</li> <li>• Work experience which shows that you can succeed and develop within the role.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience with public transport projects and an understanding of passenger sensitivity and revenue/demand forecasting.</li> </ul> |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>• Understanding of the public transport sector, economic principles of franchising, relevant legislative and regulatory frameworks.</li> </ul>  |   |

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|---------------------------|--|--|
|                           | <ul style="list-style-type: none"><li>• Proficiency in economic modelling software, statistical analysis tools and data visualisation techniques.</li><li>• Strong analytic and problem solving abilities, with attention to detail and accuracy.</li></ul>                    |  |
| <b>Personal Qualities</b> | <ul style="list-style-type: none"><li>• High level of integrity and professionalism.</li><li>• Adaptability and willingness to embrace change.</li><li>• Proactive and results orientated approach.</li><li>• Committed to the principles of equality and diversity.</li></ul> |  |