

JOB DESCRIPTION

Post Title: Economic Analyst (Skills Specialist)

Post Reference: TVCA 48

Grade: K

Contract: Permanent

Responsible to: Economic Strategy, Policy and Intelligence Manager

Job Purpose

The purpose of this role is to act as the operational lead on the provision of data analytics and interpretation for the Tees Valley economy to TVCA and to provide the critical evidence base to influence policy and funding decisions.

The post holder will have responsibility for gathering, analysing, interpreting and disseminating national and local data on key issues, such as (but not limited to) business demographics, innovation, unemployment, equality impact, job vacancies, apprenticeship, education and skills performance, participation and provision. This work involves liaising with senior stakeholders and partners to develop intelligence that meets the needs of TVCA Group Structure (including Teesside International Airport and Teesworks), and ensures a consistent approach in data management and data sharing across Tees Valley.

The post holder will be responsible for ensuring accuracy and robustness of data through a variety of methods, including but not limited to; open data sources, local surveys and consultations and the Tees Valley Business Directory and CRM system.

The post holder will ensure accurate and timely communication of key information relating to the Tees Valley economy, including through the interactive area profile on the TVCA website. They will also represent the Combined Authority at a regional and national level.

Duties & Responsibilities

1. Act as the operational lead on economic intelligence, including business, demographic and skills information. Provide support to TVCA and its partners; use initiative to develop, manage and maintain intelligence/datasets to ensure work is relevant, timely and fit for purpose.
2. Provide relevant information and intelligence to support and contribute to the SEP, Local Industrial Strategy and other key work programmes and strategies. This includes the interpretation and analysis of key datasets and surveys to influence policy making and spending decisions.
3. Develop, maintain and promote the Tees Valley Business Directory, CRM system and the interactive area profile section of the TVCA website.

4. Inform, influence and provide support for various Foreign Direct Investment enquiries.
5. Take a lead in developing relevant sections of the Tees Valley Economic Assessment, TVCA Annual Report and the TVCA business survey along with regular analysis and updates as required covering key areas of economic activity and impact (including a thematic focus on: education, employment and skills, place, culture, business growth, and research, development, innovation and energy).
6. 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.
7. Lead 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
8. Develop and maintain appropriate system manuals, policies and procedures for the use of data management system across Tees Valley. Provide user training and support as required
9. Day to day management of the Pupils Projection contract and ensuring provision of information that meets Local Authority needs
10. Day to day management and work planning of the Assistant Economic Analyst
11. Provide specialist data and analytical support to the Education Employment and Skills Team of the Combined Authority as required.
12. Represent the Combined Authority at a regional and national level on matters including: developing approaches to data analysis to inform local strategy and decision making; demography modelling and census
13. Help ensure compliance with relevant legislation, e.g. health and safety.
14. Undertake such personal training as is deemed necessary to undertake the duties and responsibilities of the post.
15. Undertake other duties and responsibilities commensurate with the grading and nature of the post