

PERSON SPECIFICATION

Post Title: Economic Analyst

Post Reference: TVCA 48

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to degree level in relevant area or the equivalent level of knowledge gained through substantial demonstrable experience of delivering skills related intelligence.in an economic development environment.	Relevant professional qualification and/or Postgraduate Qualification	Application
Experience and knowledge	<p>Considerable knowledge and experience of working with complex education, employment and skills data and business demographics</p> <p>Demonstrable experience of undertaking economic analysis and modelling</p> <p>Wide ranging knowledge and use of relevant sources of economic intelligence</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 and specialist GIS mapping software, such as MapInfo.</p> <p>Considerable knowledge and experience of using customer relationship management tools.</p>	<p>Providing support to services within the public and private sector.</p> <p>Knowledge of relevant strategies and organisations.</p> <p>Experience of business case development and/or appraisal</p>	Application & Interview

	<p>Experience of presenting information in a variety of ways</p> <p>Good report writing</p> <p>Wide ranging knowledge of relevant sources of information and appropriate techniques for its evaluation, analysis and interpretation.</p> <p>Experience in data management.</p> <p>Ability to analyse complex data sets.</p>		
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 skills 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 prioritise work and to meet deadlines.</p> <p>Having a range of presentation skills.</p>	<p>Ability to manage sensitive and confidential information and knowledge of data protection, data security and data protocols.</p>	<p>Application & Interview</p>

<p>Personal Attributes</p>	<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>		<p>Application & Interview</p>
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