



## JOB DESCRIPTION

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<b>Job Title:</b>	Economist
<b>Directorate:</b>	Public Policy
<b>Location:</b>	2 Dean Trench Street, Westminster, London, SW1P 3HE
<b>Reporting to:</b>	Deputy Director for Public Policy or nominee

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## PURPOSE OF THE JOB

Designs and carries out research and leads on smaller research projects or (elements of) larger projects in developing areas of expertise. Under the guidance of more senior colleagues, builds and cultivates external relationships. Under the guidance of more senior colleagues, contributes to the drafting of research bids and proposals and may lead on a proposal or bid where appropriate. Undertakes general project administration.

## KEY RESPONSIBILITIES

### 1. RESEARCH AND PROJECT MANAGEMENT

- With guidance from senior colleagues, designs and carries out high-quality research using appropriate methodologies.
- Leads on/coordinate small projects or on (discrete elements) of larger projects where appropriate.
- Meets project milestones and outputs, and communicates these effectively to the wider project team.
- Gathers, analyses and interprets quantitative and/or qualitative data.
- Presents findings of research activity to senior colleagues for review and feedback.
- Contributes to the provision of regular progress reports to funders and stakeholders.
- Provides regular internal reporting to project lead.
- Works with senior colleagues to identify and generate opportunities for funding.
- Conducts focused literature reviews.
- Provides general research assistance and research related administrative activities.

### 2. FUNDING AND COMMERCIAL DEVELOPMENT

- Works collaboratively with other members of the team to maximise NIESR's uptake of opportunities for potential sources of funding.
- Contributes to drafting research bids and proposals, leading on some areas with support from senior colleagues.
- Maintains an awareness of the funding requirements of the team and has/shares ideas about how to maximise opportunities.
- Builds up contacts and network and works with senior colleagues to develop relationships with a view to increasing opportunities for collaborative working with other institutions.

### **3. DISSEMINATION AND COMMUNICATION**

- Collaborates with more senior team members to draft and submit high quality academic and/or policy research output for academic publications, reports, model features, and newspaper or website articles.
- As part of the wider team, presents research findings to internal and external audiences/funders at conferences/seminars/for peer review.
- Proactively suggests ideas for ways to promote research more widely and increase impact.

### **4. GENERAL**

- Is responsible for undertaking continued professional development ensuring skill levels relating to research & enterprise best practice are kept up to date.
- Adheres to policies and procedures at all times.
- Covers for other members of the team as necessary.
- Is proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Undertakes, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff.
- Attends and participates in team meetings and other meetings as required.

This job description covers the current range of duties and will be reviewed from time to time. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to change this job description.

## PERSON SPECIFICATION

### Economist

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**Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or covering letter to demonstrate your capabilities, in relation to each point listed under essential requirements in the person specification.**

### ESSENTIAL REQUIREMENTS

#### Experience

1. Working on research projects from inception to completion and achieving high-quality results.
2. Managing multiple competing priorities to meet strict deadlines.
3. Using a range of research techniques and methodologies.
4. Analysing and interpreting data to generate evidence-based conclusions.
5. Contributing to the drafting of research bids and proposals.
6. Working independently and as part of a team to achieve specific outcomes.
7. Constructively challenging the accepted ways of thinking/doing things, and thinking critically to develop new ideas, approaches, and ways of working.

#### Skills, Knowledge and Abilities

1. Masters or PhD in economics or another relevant quantitative social science, or equivalent.
2. Excellent written and verbal communication skills, with the ability to present complex information in an audience appropriate way.
3. High-level of attention to detail, with the ability to ensure the accuracy of complex reports and data sets.
4. Knowledge of standard software packages and standard data analysis packages.
5. Strong interest in real world economic and policy developments.

**The following are required of all roles with the organisation. However, you do not need to address these in your application.**

- An understanding of and commitment to Diversity & Equality
- Willingness and ability to work hours outside of normal office hours on.
- Willingness to work flexibly in response to changing organisational requirements