

ROLE PROFILE

Job Title:	Economic Analysis Team Leader	Job Code:	PSC/R5
Department:	Research and Intelligence	Version:	1.2
Reports To:	Economic Analysis Manager	Date Created:	May 2023
No. of direct reports:	0	Member of:	Policy, Strategy and Comms Management Team
No of employees in Team:	2	Grade:	K

Is this a politically restricted Post?	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Underpinning our policies, strategies, resources proposals and schemes with robust and consistent data and research.

Job Overview:

- Responsible for the management, maintenance and development of the evidence base linked to ongoing work. For instance, we are currently working on the impacts of the cost of living crisis across West Yorkshire.
- Lead engagement with key partners on economic research commissioning to address gaps in local economic data whilst supporting the management of bespoke (consultancy) economic research activity provided by the research team to partner organisations.
- Leads on the communication of the Combined Authority's economic intelligence activity ensuring that the needs of the Combined Authority and LEP Boards are clearly and effectively addressed through the production of the LCR economic dashboard, whilst supporting all aspects of economic reporting to the Investment Committee, Transport Committee and LEP panels.
- Refines and develops the Combined Authority's key economic narrative and advocacy messages working closely with the communications team to drive up awareness of the West Yorkshire economy and its performance.

- © Take a pro-active and corporate approach, including participation and delivery of your directorate's objectives.
- © Responsible for demonstrating commitment to corporate processes and ensuring that these are delivered at all times.
- © Be a visible and enthusiastic team leader, encouraging partnership working across the organisation.

CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.
These indicate the end result or outputs for which the role holder is responsible.*

People Management:

- Drives the personal and professional development of the team ensuring the economic analysts are well versed in developments to ONS datasets and professionally equipped to address challenging areas of policy research (such as local productivity).
- Communicates economic data in a compelling style across all internal and external client groups based on a clear understanding of the needs of those different groups.
- Influences and shapes policy development and formulation internally and externally providing advice and professional guidance to internal clients and external partners on all aspects of economic data nationally, regionally and locally.

- © Encourage partnership working across the organisation and externally.
- © Develop and motivate your team to ensure targets are achieved.
- © Monitor the workflow of the team to deliver a strong performance management culture, where people are accountable for the delivery of results.
- © Encourage the right working environment for your team, with a solid ethic of working towards achievement of our vision, utilising the Combined Authority's policies and procedures.
- © Take a proactive approach to management of change and recruitment processes, contributing during consultation meetings and interviews.
- © Ensure appropriate communication channels are in place and effective between you and your direct reports.
- © Fulfil the HR processes associated with being a team leader, e.g. employee relations and development issues.

Technical Duties:

- To provide written analysis and interpretation of the Combined Authority's wide ranging socio-economic and environmental evidence base as the essential basis for the development of the Combined Authority's plans and strategies, including project management responsibility for the economic assessment underpinning the Local Industrial Strategy, whilst supporting other key plans and strategies, such as the European Structural and Investment Funds Strategy.
- Lead economic intelligence contact for LCR local authority partners and key stakeholders on all aspects of economic intelligence providing advice, guidance and support to key partners on key structural economic and local trends across the LCR economy.
- Lead the commissioning and management of key pan-LCR economic research activity and intelligence tools including the Leeds City Region Business Survey working closely with LCR local authorities in planning and design.
- Lead on all aspects of the operational contact in terms of research and intelligence for the LCR Trade & Investment team, supporting inward investment work through the provision of advice, data, analysis and written material as appropriate to inform inward investment propositions and to promote the City Region as an investment destination.
- Lead on the communication of the Combined Authority's economic intelligence both externally via the communications team and across partner organisations in the region, whilst taking the lead role in the development and management of a programme of planned activity to support the pan LCR Local Authority Economic Research Board.
- Responsible for the production of all economic briefing material for the Combined Authority Board, the LEP Board, the Investment Committee and the Transport Committee, ensuring that all briefing material is timely, robust and meets the needs and expectations of board members.

- Project manage key research projects on the Combined Authority’s corporate research plan – including the Leeds City Region Business Survey. Works closely within the team to support key projects and ensures that the economic analysts support wider team and organisational priorities.
- Primary “Key Account” contact for the Combined Authority’s interface with the ONS (Office for National Statistics) and responsible for commissioning bespoke ONS work (such as specifying detailed Inter-departmental Business Register outputs) or Secure Research Service analysis.
- Represents the Combined Authority on key national and local economic user groups (such as the National Statistics User Group) and has management responsibility for the LCR Economic Research Board.
- Manages the Combined Authority’s response to central government consultations on national, regional and local economic statistics, whilst ensuring the Combined Authority’s needs are clearly communicated to key government departments responsible for the production of economic data (such as BEIS).

- © Typically works on horizons of one year, in line with the objectives set in the business plan.
- © Ensure your team has the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Lead by example on health & safety matters, ensuring compliance with the Combined Authority’s health and safety policy.

Impact & Influence:

- Shapes and influences the development of key partner plans and strategies through engagement and advocacy of the Combined Authority’s evidence base, ensuring their alignment with the evidence base.
- Engenders trust across internal and external client groups through a focus on the needs of these different groups and an ability to “deliver” despite competing priorities.
- Actively shapes the management and development of the Combined Authority’s Research and Intelligence Team and is responsible for managing and developing the wider teams work plan.
- Works as an advocate of the evidence base underpinning the organisation’s plans and strategies, supporting the Combined Authority’s evidence-based approach to policy development, maintains and develops effective relationships with the Combined Authority’s policy teams.

- © Represent the interests of your team within the context of the wider aims of the Combined Authority both internally and externally.
- © Fosters good working relations across the organisation, building effective team relationships.
- © Use relevant information to influence key customers and stakeholders.
- © Identify and suggest solutions to communication challenges observed within the team.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Educated to degree level in economics, economic analysis or transport economics or relevant demonstrable practical experience of successfully performing in a similar role.
 - © Experience of using and applying structural economic datasets in the analysis of time series, sectoral and spatial economic trends.
 - © Experience of Econometric modelling techniques, especially I-O (Input-Output) approaches.
 - © Experience of NOMIS and the ONS Secure Research Service.
- Substantial experience in the design and development of large B2B (Business to Business) surveys and techniques used to design their sampling and weighting.
 - Proven experience in the use, application and analysis of macro, micro and local economic data produced by ONS (Office for National Statistics) and experienced in analysing such data across a wide spectrum of client groups and policy areas.
 - A proven background in macroeconomic analysis and ability to interpret key trends in international and national economic development and explain the local implications.
 - Excellent grasp of the 3rd party economic datasets – including QES (British Chambers of Commerce Quarterly Economic Survey), CBI, EEF and leading indicator series (such as PMI).

People:

- © Experience of prioritising, planning and organising workloads to manage expectations and deadlines.
 - © Experience of managing people including appraisals, performance management, disciplinary, recruitment and selection.
- Capable of providing professional leadership on all aspects of economic analysis to economic analysts working within the function.
 - Positively shapes and manages relationships with all key client groups (both internal and external) to ensure the Combined Authority is seen as the default provider of local economic intelligence.
 - Influencing and shaping the development of partner plans and strategies to align with the Strategic Economic Plan (SEP) / LIS evidence base.
 - Provide effective and robust guidance to senior managers and elected members on all aspects of key trends in Leeds City Region economy, ensuring the needs of these key groups are prioritised.
 - Capable of working in a multi-disciplinary environment and across functional teams to drive key objectives and priorities.

Technical:

- © Strong communication skills with the ability to challenge and influence team members.
 - © Experience of making compelling business cases/ reports to a range of audiences.
- Strong numerical and analytical skills including defining and interpreting time series economic data undertaking detailed structural economic analysis.
 - Strong understanding of statistical techniques used economic analysis – such as location quotient, shift share and regression analysis techniques.
 - Fluent and capable spatial analysis skill sets (such as ability to use GIS packages such as ArcMap or MapInfo) that support presentation and analysis of small area economic data and small area analysis work.
 - Experience of preparing project briefs and technical specifications for complex analytical and research work and the management of specialist consultants.

Impact & Influence:

- © Experience of conveying information both written and oral in a clearly and concisely.
- © Experience of influencing stakeholders.

OUR VALUES & BEHAVIOURS

**Championing Our Region | Working Intelligent | Easy to Do Business With |
Positive About Change | Working Together**

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.