

Head of Economic Analysis

Department: Economy

Section: Economics Unit

Reports to: Chief Economic Advisor (Director)

JE Ref: ECON1004.2

Grade: CS15

JE Date: 25/01/2023

Job purpose

Lead the Economics Unit and directly deputise for the Chief Economic Advisor on all economic issues. Directing a team to develop and maintain a broad range of analysis to inform policy, projects legislation, strategy and planning. Providing expert advice to Ministers and Directors General to ensure the Island's social, environmental and economic objectives are met. Be the key responsible senior officer for a portfolio of work with significant direct impact on policy and strategy in force in Jersey, on public service provision across the Island, on public finances and spending, and on the reputation of the Government of Jersey.

Job specific outcomes

Provide administrative and intellectual leadership to economic analysis and policy to meet Ministerial objectives, the Government's strategic aims, and Jersey's international obligations, across a broad range of policy area(s) and/or priorities.

Lead structured, robust and engaged economic analysis development projects (e.g, commission research and evaluation; facilitate and advise advisory boards; develop and present options; lead public engagement and working groups) to ensure the development of evidence based robust, future-orientated policy and projects with an economic influence.

Provide honest, objective and impartial advice to Ministers and the Council of Ministers - and once decisions are taken, publicly support and deliver them. Ensure teams provide accurate and professional briefings, advice, guidance and documentation, and prepare Ministers effectively to respond to States Assembly questions, Scrutiny and Public Accounts Committee hearings, stakeholder meetings and the media. These activities will ensure Ministers are effective in progressing their government agenda and in responding to democratic scrutiny.

Identify where action is required and work closely with other government departments and Arm's Length Functions whenever required. Ensure that the policy, planning and projects are well informed by robust analytical evidence.

Consider the most effective mode(s) of engagement, in order to involve the public, service users, frontline staff, delivery partners, and/or wider stakeholders in policy/strategy/plan development and evaluation, thereby ensuring economic outcomes are appropriate, deliverable and informed. As an economics expert, represent the government at meetings and in the media where needed.

Champion openness and responsiveness to complaints, comments and questions, thereby enhancing the transparency of economic policy and analysis.

Build strong relationships and networks by representing the Island in inter-jurisdictional activities, leading knowledge transfer and development. Develop strong links across jurisdictions, departments, industry / business and other key stakeholders, including the public and their representatives, affording a network of contacts to inform the work of your team.

Deliver a whole-Island and long term economic approach to enhance decision-making. Undertake horizon scanning and scenario planning, and maintain a rolling programme of projects to develop a vision of how Jersey can meet future challenges. Take a fresh look at issues, and consider how Jersey might innovate to respond to them in order to improve both current and longer-term policies, strategies and plans, achieving better outcomes for Islanders.

Improve the effectiveness of government and service performance, by leading the appraisal of corporate plans, policies or projects proposed by other departments and/or external organisations to ensure consistency with strategic objectives, insodoing nurturing consistency and quality of policy/strategy/planning across the public sector.

Ensure delivery against plans, including putting in place appropriate resources for major projects and developing project management skills within your team. Ensure clarity of responsibility with implementation teams, including review and evaluation so that better services and/or outcomes are achieved.

Lead teams to deliver on time and to quality standards. Ownership of the Quality Assurance process for economic analysis. Invest in the personal and career development of staff. Undertake appraisals, management of sickness absence, disciplinary matters, recruitment and selection. Commission and manage consultants and contracts for services. Act as a role model at all times, supporting teams and individuals to develop and achieve their potential and encouraging a learning culture focused upon improvement and high performance.

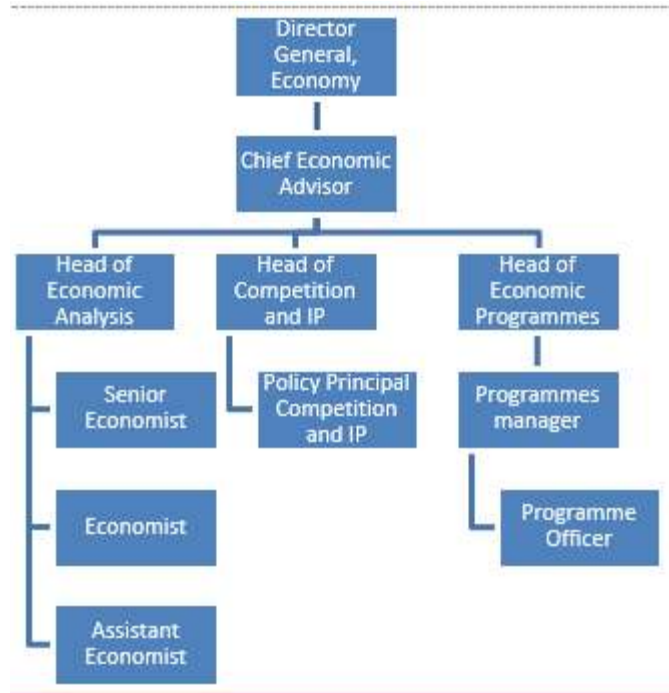
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services

- Leading collaborative evidence production and co-producing planning documentation.
- Support and facilitate good policy making.
- Contribute to the development of economics profession and analytical methods and tools.



ONE GOVERNMENT DEPARTMENTS



Person Specification

Specific to the role

	Essential	Desirable
Qualifications	<p>A relevant undergraduate degree in Economics</p> <p>Membership of a professional economics body such as GES.</p> <p>Significant (10 years plus) as a professional economist.</p>	<p>A relevant professional qualification or higher degree (as above) or equivalent experience.</p> <p>A project management qualification.</p> <p>A recognised leadership qualification or equivalent experience gained during a significant management role.</p>
Knowledge	<p>Detailed knowledge of economic analysis and policy with specialist knowledge and experience across a broad portfolio of government policy. An awareness of current developments in these areas worldwide but in particular developments in the UK and EU.</p> <p>Demonstrable knowledge and understanding of the challenges that face Jersey for the future (alongside the policy and governance requirements across the public, private and voluntary sectors).</p> <p>Detailed understanding of the strategic, legislative and political frameworks of the Government of Jersey and ability to operate at the highest level within them (e.g., the Island Plan, Common Strategic Policy).</p> <p>Understanding of organisational and culture change in the public sector. Ability to contribute to change projects, from a position of knowledge and experience.</p> <p>In-depth understanding of ways to work effectively with a diverse range of stakeholders to deliver policy and strategic plans, including through co-production.</p>	<p>Knowledge of corporate HR, accounting and employment policies.</p> <p>Knowledge of corporate policies such as Data Protection, Freedom of Information, Financial Directions.</p> <p>Knowledge of subject-relevant law (including regulations, directives) and international agreements.</p>
Technical / Work-based Skills	<p>Highly developed analytical reasoning skills with a policy or project slant; evidence of working at pace in a complex multi-stakeholder environment to effect policy development and ensure implementation.</p>	<p>Expertise in a range of policy development and/or strategic planning techniques.</p>

Outstanding political awareness, understanding of the political process and ability to influence and work effectively with ministers and other politicians.

Skilled in a range of analytical techniques.

Outstanding analytical, problem solving and strategic thinking skills.

	<p>Ability to negotiate, influence and convey an argument persuasively and with confidence.</p> <p>Advanced project management skills, effective in a complex multi-stakeholder environment, and / or in a highly political environment that is subject to uncertainty and rapid change (e.g., involving senior politicians, business leaders, the judiciary, and international partners).</p> <p>Demonstrable experience of working in a senior role, able to guide a team to develop robust policy options and negotiate competing stakeholder interests in a sensitive political environment.</p> <p>Excellent leadership skills, able to motivate, challenge and develop a team of policy officials at different levels of seniority and policy experience (including temporary secondees).</p> <p>Exceptionally organised; able to deal with multiple competing priorities and a high workload.</p>	
General Skills/Attributes	<p>Effectiveness and credibility with a diverse range of stakeholders.</p> <p>Highly resilient, maintaining effectiveness under significant pressure and when dealing with challenging situations.</p> <p>Ability to work independently and autonomously.</p> <p>Excellent presentation and communication skills to communicate complex, sensitive or contentious information (e.g. to Council of Ministers).</p> <p>Excellent writing skills; ability to create documents, communications materials and supporting government publications which explain complex issues clearly and simply.</p>	
Experience	<p>Significant experience in leading and developing economic policy or economic analysis.</p> <p>Extensive experience of working with politicians in local/national government.</p> <p>Significant middle management experience.</p> <p>Experience of successfully economic planning, engaging with stakeholders at all levels including Ministers and Chief Executive.</p>	

	<p>Experience of overseeing economic work frameworks to ensure that new policy opportunities/projects are identified and addressed.</p> <p>Experience of representing the views of ministers and other senior leaders to ensure that policy, political, and communications priorities are fully understood by stakeholders.</p> <p>Experience of working with legislative drafting teams to translate policy intentions into effective law.</p> <p>Ability to lead a small team to deliver across government on a range of topic areas.</p>	
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Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey Tier 3 core accountabilities, attributes and behaviour indicators.