

## Analyst

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**Department:** Economy

**Division:** Economics

**Reports to:** Senior Economist

**JE Ref:** ECON1010

**Grade:** CS08

**JE Date:** 08/12/2022

### Job purpose

To support the economics unit in providing economic advice and analysis and in developing micro and macroeconomic policy

### Job specific outcomes

Working as an integral member of the economics directorate you will:

- become an expert in analysing and presenting data to support the directorate's work;
- undertake independent research and analysis to inform policy development
- play a key role in advising Ministers and senior officials.

Provide project support duties to the economics directorate. These duties could involve liaising with stakeholders, keeping accurate records for governance purposes, carrying out research and reviewing reports and drafting written documents. This will ensure that the department has a clear record of decision making for all projects and policies.

Support the wider team through drafting responses to States Assembly questions, Scrutiny and Public Accounts Committee hearings, stakeholder meetings and the media regarding economic statistics, supplying interpretation of economic developments and links to Government policy as appropriate.

Act as the first point of contact, responding to internal and external stakeholder queries (telephone, face-to-face and in writing) in order to deliver a professional and consistent service.

Draft timely and accurate management information as required on specific directorate work to ensure that progress against Key Performance Indicators are monitored and reported on. This could include drafting project Risk Logs, Action Logs, Decisions Log, and Issue Registers to ensure projects are accurately documenting and mitigating RAID items. You may be required to maintain project reporting systems to ensure that the directorate provides accurate reporting into the CPMO.

Support the update of key economic models with the latest data and re-estimate model parameters by updating spreadsheets with latest data, revising commentary and researching topics as required.

Provide support to the Fiscal Policy Panel (FPP) by taking responsibility for all charts and background data presented in the final FPP report, using an appropriate academic standard of referencing. This will ensure that the final document is accurate and professional.

Act as a role model at all times.

Work collaboratively as part of Team Jersey on all matters that impact on the Economic directorate and the Economy department in order to deliver a learning culture focused upon improvement and high performance. This will include supporting other colleagues during increased workload and providing cover during periods of absence.

Undertake a range of ad-hoc work as required on larger projects or change initiatives to contribute to the development and improvement of the Department for the Economy.

### Statutory responsibilities

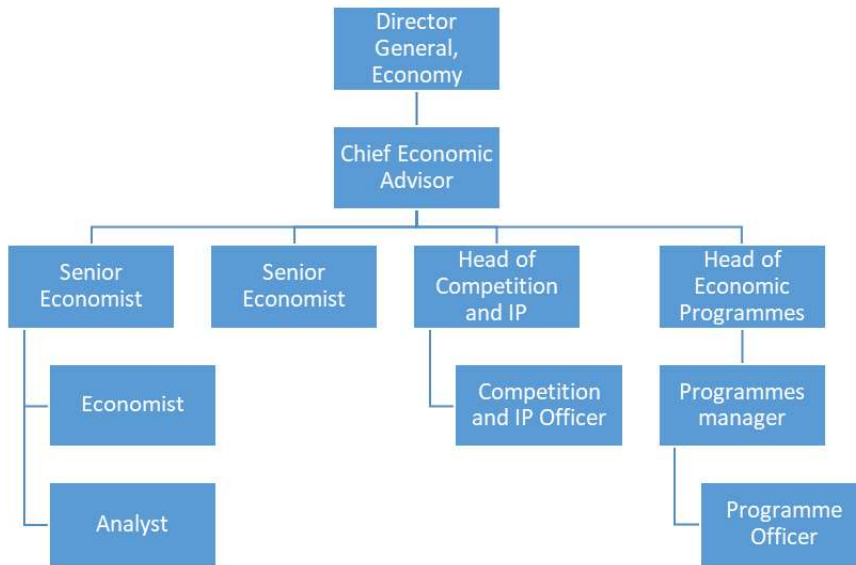
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)

NA

### Organisational structure





## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
	Degree (min 2.1) in a numerate subject.	Degree in economics, maths or statistics; Postgraduate qualification
<b>Knowledge</b>	An interest in economics and policy making in Government	An understanding of economic principles and the workings of the economy. An overview of key areas of economic policy eg monetary and fiscal policy
<b>Technical / Work-based Skills</b>	Good IT skills. Demonstrable skill/familiarity working with word, excel and Teams  Understanding of basic statistical concepts and their application  Analytical reasoning  Awareness of the political process	Understanding of the key principles in the reporting of economic activity eg GDP, GVA, inflation, the labour market  Experience of using and working with statistical software
<b>General Skills/Attributes</b>	An ability to work effectively in a team, to take ownership and responsibility for delivering high quality products that meet the needs of users. Commitment to personal development	Ability to work independently with minimal supervision Strong oral and presentation skills; experience in public speaking
<b>Experience</b>	Experience of working effectively in a team.	Work experience or placement. Basic office tasks including notes and planning work. Experience of undertaking research.

### Core Accountabilities, Attributes and Behaviour Indicators

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 4 core accountabilities, attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.