National Institute of Economic and Social Research

JOB DESCRIPTION

Job Title: Assistant Economist

Directorate: Public Policy

Location: SW1P 3HE

Reporting to: Deputy Director for Social and Political Economy and nominee

Responsible for: Supporting and contributing to economic research projects on UK households, the three devolved nations and the English regions

PURPOSE OF THE JOB

Responsible for supporting, and contributing to, research projects on UK households, the three devolved nations and the English regions with a focus on inequality and Levelling Up. This role will also involve acquiring skills in economic modelling, specifically using econometrics, microsimulation and conducting quantitative research.

KEY RESPONSIBILITIES

1. **Supporting and contributing to research**

- Working with researchers across the Institute on a variety of research projects
- Conduct focused and systematic literature reviews
- Provide research assistance to senior colleagues
- Draft progress reports, findings and final reports
- Undertake high-quality independent research using appropriate quantitative methodologies
- Meet project milestones and deadlines

2. **Regional modelling and forecasting**

- Use existing regional economic models as part of the quarterly UK Outlooks
- Work with colleagues on the development of regional economic models
- Support the writing and publication of the quarterly UK Economic Outlook
- Analyse emerging and salient policy issues and, with guidance from senior colleagues, develop policy proposals
- Work with colleagues on disseminating research findings to generate impact

3. **General**

- Support with administrative tasks for research projects
- Assist with team administration.
- Adhere to policies and procedures at all times.
- Cover for other members of the team and division as necessary.
- Being proactive in reviewing and evaluating own performance and identifying and acting upon areas

for improvement and development.
- Undertaking, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff.
- Attend and participate in divisional and 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
Assistant Economist

Although we are keeping direct experience/knowledge requirements to a minimum, we would like to see your covering letter demonstrate your capabilities in relation to each point listed under the person specification. **Please structure your cover letter to tell us how you qualify for each of the points under essential requirements and whichever element of the desirable background is applicable to you.**

ESSENTIAL REQUIREMENTS

1. Working independently and/or as part of a team on quantitative research projects.
2. Knowledge of a range of quantitative and econometric research methods.
3. A keen interest in current affairs and economic policy areas, particularly regarding income and regional inequality.
4. A background manipulating and analysing data within Excel and at least one other data analysis package.
5. Excellent written and verbal communication skills, with the ability to present complex ideas and information to different audiences.

DESIREABLE BACKGROUND

6. An undergraduate degree in Economics, or relevant quantitative subject, or similar experience.
7. Experience managing multiple competing priorities to meet strict deadlines.
8. A person comfortable with constructively challenging the accepted ways of thinking/doing things, and thinking critically to develop new ideas, approaches, and ways of working.
9. An ability to think creatively with research and its presentation.

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, for example to attend dissemination events at NIESR.
- Willingness to work flexibly in response to changing organisational requirements.