



## JOB DESCRIPTION

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<b>Job Title:</b>	Associate Economist
<b>Directorate:</b>	Macro team
<b>Location:</b>	2, Dean Trench Street, London SW1P 3HE

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## PURPOSE OF THE JOB

Working with colleagues to carry out research on specific areas/workstreams to support the relevant Project Leader and, with guidance and support from other team members, support colleagues by contributing to the activities of the team, including refining and updating our macroeconomic models.

## KEY RESPONSIBILITIES

### 1. RESEARCH AND PROJECT MANAGEMENT

- Contribute to the development of NIESR's research on the national and regional economies of the UK.
- With guidance from senior colleagues, contribute to the development of NIESR's suite of models.
- Actively participate on project teams and in forecast rounds.
- Support colleagues to conduct research using appropriate methodology.
- Contribute to arranging and running specific research activities and summarising findings.
- Meet project milestones and output, communicating these effectively to the wider project team.
- With supervision, collect, analyse, and present quantitative and qualitative data.
- Contribute to drafting findings of research activity and progress reports.
- Conduct focussed literature reviews.
- Provide general assistance and research related administrative activities where required.

### 2. MODELLING AND FORECASTING

- Support colleagues by updating and refining the National Institute's model (NiGEM) and UK sectoral and regional models as directed.
- With guidance, provide accurate, valid, and complete updates on macroeconomic and financial variables in the database from a variety of sources.
- Contribute to the quarterly forecast and the UK and Global Economic Outlooks
- Proactively identify areas for improvement and share these ideas constructively with manager.
- Develop awareness of data and survey releases, economic current affairs, and relevant political developments.
- Support the recruitment and retention of model subscribers.
- Undertake general administration as required.

### 3. FUNDING AND COMMERCIAL DEVELOPMENT

- Contribute to the delivery of consultancy services to clients.
- Build and maintain strong relationships with colleagues, clients and partners.

#### **4. DISSEMINATION AND COMMUNICATION**

- With guidance, contribute to drafting high quality academic and/or policy research output for academic publications, reports, model features, and newspaper or website articles.
- With guidance, contribute to presenting research findings to internal and external audiences/funders at conferences and seminars.

#### **5. GENERAL**

- Be responsible for undertaking continued professional development ensuring skill levels relating to research & enterprise best practice are kept up to date.
- Adhere to policies and procedures at all times.
- Cover for other members of the team as necessary.
- Be proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Undertake, 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 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

### Associate 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 with datasets
2. Analysing and interpreting data to generate evidence-based conclusions.
3. Managing multiple competing priorities to meet strict deadlines.
4. Working independently and as part of a team to achieve specific outcomes.

#### Skills, Knowledge and Abilities

1. MSc/MA degree in economics, or equivalent.
2. Awareness and understanding of a range of research techniques and methodologies, particularly quantitative and econometric approaches.
3. Excellent written and verbal communication skills, with the ability to present complex ideas and information to different audiences.
4. High level of attention to detail, with the ability to ensure the accuracy of complex reports and data sets.
5. Ability to build and maintain strong internal and external relationships.
6. Strong interest in real world social and economic policy 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 occasion.
- Willingness to work flexibly in response to changing organisational requirements.