ROLE PROFILE

Role:	Research Assistant (Economist/Data Scientist)
Reports To:	Policy and Research Manager
Location	London (DfE Office)

This role profile consists of two sections:

- The **Job Specification** sets out the purpose, business outcomes and key responsibilities.
- The **Person Specification** sets out the qualifications, experience and behaviour expectations.

Job Specification

Role Purpose:

This post holder supports the ECITB to deliver its strategy by producing research (quantitative and qualitative) and economic analysis, in order to generate vital business intelligence and insights.

Business Outcomes:

To be successful in this role the Research Assistant must:

- Produce high-quality research into the Engineering Construction Industry (ECI), its workforce and the labour market.
- Provide statistical analysis of ECITB, government and industry data to generate insights and inform ECITB interventions.
- Build positive relationships with Government and industry stakeholders.

Key Responsibilities:

1. Undertake quantitative and qualitative research into the ECI labour market as directed by the Policy and Research Manager.
2. Produce detailed statistical analysis on ECITB's employer and learner data and produce tailored reports for internal and external stakeholders.
3. Write regular economic bulletins on trends affecting the ECI.
4. Support the delivery of the ECITB labour market intelligence programme, including the ECI workforce census and employer perception survey.
5. Work closely with external research partners and consultants; including devising project specifications, drafting survey questionnaires, analysing findings and report writing.
6. Work closely with the levy researcher to extrapolate levy return and industry data to inform economic briefings and research reports.
7. Undertake in-house economic modelling work as required.

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8. Support the Policy and Research Manager in drafting policy positions, research reports and responses to government consultations.

9. Build effective relationships with civil servants, including policy officials and analysts at DfE and BEIS, as well as relevant stakeholders in industry.

10. Work with the levy researcher to provide regular reporting and insight into the ECITB's sector based markets.

11. Analyse, interpret and present a wide range of labour market data, including industry supply and demand forecasts and the vocational skills landscape.

12. Make presentations to internal and external audiences.

13. Provide reports and briefings for the CEO and Executive Team.

14. Deputise for the Policy and Research Manager when required.

15. Conduct other research tasks as reasonably required.

Role Parameters:

This role will be based in Westminster and will require the flexibility to attend short notice meetings with government officials and research partners. The role will also require occasional travel to other parts of the UK.

The post holder will work closely with other members of the Strategy, Policy and Insights team to develop research plans; the Communications and Account Management teams to acquire and disseminate research findings; the Levy team to collate relevant data, and the Product Development team to ensure ECITB's products reflect emerging economic evidence.

This role has no line management responsibility.

This role is a full-time position

Person Specification

Experience & Qualifications

1. Degree level in a relevant subject (economics, politics/public policy, data science).

2. Statistical analysis experience, and ideally experience of working in a relevant role.

3. Excellent research, analytical, numeracy, data analysis and problem solving skills.

4. Proven ability in knowledge/use of PC systems, strong Excel / MS Access / Database / SPSS / R / Stata experience. Knowledge of ESRI ArchGis desirable but not essential.

5. Ability to present findings coherently and to provide graphical representations of headline findings

6. A good understanding of the UK political system and policy-making processes.

7. Ideally have prior experience of, and an interest in, skills and education policy, economics of education, and/or wider labour market issues.

8. Experience of economic modelling and conducting econometric analysis either in a work or academic capacity is desirable.

9. Excellent writing skills, with the ability to provide tailored communications from technical reports to succinct briefings.

10. Strong stakeholder management skills.

11. Excellent planning and organisation skills.

12. Ability to work autonomously.

13. Ability to anticipate longer-term changes, threats and opportunities for the ECI and ECITB, identifying and evaluating risk effectively.

14. An interest in/willingness to learn about the engineering construction industry.

Core Competences

These competences apply to everyone working for the ECITB. They represent the behaviours that promote individual and corporate success and high achievement. They should be read in the context of each individual job and take account of the job's scope and level of responsibility and complexity.

1. **Business Acumen**
Understands general business and financial concepts. Understands the ECITB and the ECI business, and uses both general and specific knowledge to make appropriate judgements in decision making and dealing with employers and other stakeholders.

2. **Delivering quality results**
Maintains a high level of commitment to personally getting things done. Delivers results and takes personal responsibility for achieving outcomes. Works effectively with little direction, and is dependable and responsible. Strives for high quality and effective outcomes. Finishes what is started and demonstrates persistence.

3. **Customer Focus**
Understands that customers are internal and external. Understands customer business needs and provides appropriate solutions. Anticipates, listens to and values customers' needs, suggestions and feedback. Ensures own work output is aligned with customer (internal or external) and stakeholder needs and anticipates future requirements.

4. **Planning & Organising**
Demonstrates effective organising and planning skills according to organisational and role needs by defining objectives and anticipating needs and priorities. Sets and achieves realistic goals and effectively anticipates deadlines and delivers required results. Where required, liaises with colleagues to use available resources effectively to simultaneously handle several projects. Demonstrates good time management and prioritising skills to handle multiple tasks and deadlines, and develops contingency plans in anticipation of possible obstacles. Constructs realistic time frames for completion and monitors progress. Is able to effectively manage own time and where required, the time of others.

5. **Teamwork and Collaboration**
   Works effectively and collaborates with others toward a common goal. Able to build and maintain cooperative work relationships with others, and values others' input. Completes own tasks for group projects in a timely and responsible manner and directly contributes to reaching the group goal. Assists others to support the group goals.

6. **Problem Solving**
   Demonstrates sound ability to analyse and solve problems within scope of role, through careful rational evaluation of information, and consideration of possible alternatives and consequences. Capable of generating or contributing to effective solutions to problems.   Avoids making snap decisions with little or no sound rationale.   Able to apply analytical and creative skills depending on the nature of the problem, and persistence to work at the problem until it is resolved.

7. **Leadership, taking responsibility**
   This is both leading others and self-leadership. Regardless of the personal level of seniority, is an active member of the team, taking responsibility, communicating and respecting others' opinions, recognizing opportunities to help out, and offering to take initiative to get things done. Setting a good standard for others to follow. Understanding the organisation's culture and people so that taking initiative is effective i.e. without stepping on toes. . Where leading others, setting clear vision and purpose, establishing realistic and measurable results expectations, building rapport and sense of team, holding self and others accountable, motivating others, and removing barriers.

8. **Communication Skills**
   Communicates effectively, both verbally and in writing, to a wide range of different audiences in formal and informal settings so that the audience understands the message and a degree of influencing is achieved (as appropriate to the requirements of the role).   Messages are clear and unambiguous, use of English is accurate, a professional business tone is adopted.

9. **Professional behaviour**
   Conducts self in a responsible manner and treats others with respect. Responds to work-related problems, pressures, and obstacles in a rational and positive manner. Upholds ECITB's values, shows respect for diversity, and demonstrates a high level of integrity so that the ECITB 'brand' and reputation is enhanced. Demonstrates tenacity and resilience, supports colleagues, and is work-focused and reliable in working hours.

10. **Delivering continuous improvement / adapting to change**
    Seeks opportunities to improve current processes, procedures, systems and methods to promote reliability, quality, and efficient output. Dedicated to the improvement of current work processes. Having a disciplined and detail orientation to own work and constantly looking for ways to improve or willing to alter current practice. Encourages others to apply similar discipline to achieve continuous improvement. Looks for new and innovative ways to deal with changing demands and achieve objectives.

Role Specific Competences:

1. **Political and Policy Insight**
   Understands the current wider political agenda as it applies to the remit of own role. Can place it in context with the industry and the ECITB strategic objectives through effective analysis and make sound judgements based on that analysis. Able to assimilate central policy and understand implementation in the context of own role.