

Role Profile – Senior Economic Intelligence and Policy Analyst

Statement and Overall Purpose

To develop, source, collect, manipulate, analyse and strategically advise on regional research, information including geographical and intelligence in order to support and inform evidence based policy decision making in the Black Country across all themes in conjunction with the Programme Office and the Economic Development Co-ordinators.

To strategically apply intelligence to inform the development of strategic programmes to implement the SEP and understand the economic impact of strategic interventions.

Support regional intelligence and policy development through the application of new models and methodologies including scenario analysis using economic forecasting models, measuring of economic impact vis the dynamic economic impact model and fiscal impact.

To formulate the approach to measuring the impact of activity – maintain these records and report on them to the required Board/Partners under the direction of the Head of Intelligence. To act as a broker/coordinator in collaborative projects. To be responsible for the delivery of a project under the direction of the Head of Intelligence, to ensure it is aligned to the Strategic Economic Plan and Performance Management Framework and to generate income where appropriate

Key Responsibilities and Performance Outcomes

1. To support the Head of Intelligence to develop, source, collect, manipulate and maintain the data, indicators and targets, including creation of appropriate methodologies, for a wide range of topics that feed into the Performance Management Framework of the Strategic Economic Plan in order to assess the effectiveness of Black Country delivery of strategic interventions.
2. To apply intelligence to inform the development of strategic programmes to implement the Strategic Economic Plan and understand the economic impact of strategic interventions.
3. to source data, develop intelligence and apply both to progress conceptualised projects aligned to the Strategic Economic Plan through to Initial Proposal Phase.
4. To analyse the data and interpret into concise, fit for purpose reports that provide detailed commentary on how the data has developed, trends and key relevant information for partners. To direct relevant data/intelligence for scrutiny by policy officers to ensure policy and strategic decisions are intelligence evidence based.
5. To test the evaluation methods outlined by Project Sponsors in their business cases. Feed data into the Outline Business Case stage or the project lifecycle on "Return on Investment".
6. To Assist the Head of Intelligence in the alignment of the Strategic Economic Plan performance management framework with local, sub-regional, regional and national frameworks including analysis of current procedures and development of new procedures as appropriate with local partners thus ensuring a joined up approach to the implementation of BC strategic interventions.
7. To advise on methodological issues including changes to data sources and to keep abreast of all technological developments and continuously review and improve methods of data capturing and reporting.
8. To publish all datasets to a web based knowledge management system and inform partners via electronic alerts when data has been updated, with commentary on key changes, trends to be aware of.
9. To assist with the production of various intelligence reports named 'The Black Country Barometers' including the Economic Review and themed reports in line with the Strategic Economic Plan (including Sports where allocated.) Preparation of these to include the data sourcing, collection, manipulation, analysis, interpretation, the report writing and monitoring sub regional progress towards its delivery. These

reports are produced in order to stimulate evidence based policy debate amongst BC Consortium partners and are aligned to the Business Planning process.

10. To communicate and provide effective, timely and fit for purpose responses to data and information requests including spatial data requests received from Black Country Consortium partners at all levels.
11. Represent the Black Country Consortium, when required, at meetings with partners across the region liaising with other researchers and ensuring relevant information is communicated to the Manager.
12. To work with the Marketing Team to maintain the Black Country Intelligence team and Black Country Consortium websites including adding documents, writing content, administration of the Black Country reports section and maintaining the document management system
13. To assist the Head of Intelligence in all aspects of general administration including arrangement of meetings and recording of budgetary transactions.
14. To report directly to the board under the direction of the Head of Intelligence.
15. To be an advocate for the Black Country.
16. To create and maintain all mapping data and workspaces on BCC Ltd Server, ensuring they are available to BCC Ltd colleagues.
17. Assist the Spatial and Policy Analyst and Head of Intelligence to provide internal technical support to the corporate IT system e.g. providing back up support and regular checks as required e.g. Enterprise console components, Sophos Software and ensure licenses are updated.
18. To collect information relating to enquiries received by members of the Intelligence Team. To use this information to produce and maintain a database of enquiries and assist in the production of monitoring reports to be used by the Head of Intelligence as part of the business planning process.
19. Ensure robust procedures are in place to challenge and correct erroneous data as appropriate.
20. To undergo training as required by Black Country Consortium Ltd and maintain and update personal knowledge and skills in order to undertake the role.
21. To be responsible and take reasonable care for the Health, Safety and Welfare of him/herself, other employees and the public in accordance with Health and Safety legislation and the Black Country Consortium's Safety Policy and Programme. Specific details are outlined in the BCC Ltd handbook.
22. To promote and adhere to the Black Country Consortium's Equal Opportunities Employment Policy.
23. To promote and adhere to the Black Country Consortium's Child and Vulnerable Adults Protection Policy and Implementation Procedures.
24. To adhere to the Data Protection Act. Confidentiality must be maintained at all times.
25. To adhere to the Company Finance Procedures at all times.
25. To undertake such other duties as may be appropriate to achieve the objectives of the post, commensurate with the post holders salary grade and ability.

Supervision/Management Responsibility

Graduate, Project Support Monitoring Officer, Junior Economic Intelligence and Policy Analyst.

Contacts - Internal and External

Senior officers within local authorities; Government Departments – nationally, regionally and locally including for example government agencies such as HCA and West Midlands Local Authorities, Economic Regeneration organisations – intermediaries and charitable, Universities, Further Education Colleges

Strategic Health Authority, PCTS,
Suppliers of services
Sport based organisations
Private Sector Businesses.