



JOB DESCRIPTION

Job Title: SENIOR MICROECONOMIST

Directorate: Research

Location: 2 Dean Trench Street

PURPOSE OF THE JOB

To provide the strategic and intellectual leadership of the Micro, managing and developing highly qualified teams of researchers. This role will be responsible for shaping the direction of research in the department, sourcing new work and funding, leading on proposals and tenders, and ultimately delivering high quality projects which enhance the reputation and position of NIESR.

KEY RESPONSIBILITIES

1. TO LEAD AND MANAGE A TEAM

- Taking the lead in recruitment and selection of new staff to the team.
- Developing performance targets and quality control measures for the work of the team, and monitoring team members' work to ensure that these are met.
- Supporting staff by setting clear objectives and holding individual supervisions regularly.
- Ensuring good communication between staff by holding team meetings regularly, and additional briefings as necessary.
- Inducting new staff and planning the continuing development of existing staff on the basis of an annual appraisal.
- Managing the workload of the team to ensure that adequate cover is provided at all times.
- Ensuring the health and safety of team members. This will include implementing procedures for office safety and use of computer equipment.
- Defining (and reviewing from time to time) the roles of staff to ensure these support the function's aims and objectives.
- Operating disciplinary and grievance procedures where necessary.

2. RESEARCH

- Manage the team to ensure the delivery of high-quality research that supports NIESR's strategic objectives.
- Develop a clear strand of specialisation, whilst contributing to NIESR's wider programme of research.
- Develop high quality proposals, both pro-actively and in response to opportunities advertised by funding bodies
- Oversee the design of research programmes/models, and timely delivery of results.
- To conduct risk assessments, where appropriate, in particular for large research projects.
- Ensure that research meets the highest ethical and professional standards.
- To be responsible for undertaking continued professional development ensuring skill levels relating to research & enterprise best practice are kept up to date.

3. FUNDING

- Actively develop networks/leads for potential sources of funding and engage with senior contacts at strategic level.
- Prepare and draft research bids and proposals with support from other team members, regularly and consistently.
- Ensure the teams are appropriately funded, individually and collectively.
- To scrutinise and critique research applications of major strategic and financial importance to the institution, advising and coaching staff on improvements leading to increased success rates
- To establish contacts with the national & international academic community, including external research networks and funding councils, building relationships to increase collaborative working opportunities.

4. COMMUNICATION

- Prepare and present findings of research activity for peer review, submitting high quality academic and/or policy research output for academic publications, reports, model features, and newspaper or website articles.
- Oversee activities where research is being led by other team members.
- In tandem with the Director or Research Director, plan and implement strategy to disseminate/promote research more widely and achieve maximum impact on public, policymakers

and opinion-formers.

- Present research findings to internal and external audiences/funders at conferences/seminars, supporting less experienced team members.

5. GENERAL

- 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

SENIOR MICROECONOMIST

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. Where relevant use your answers to illustrate how your competences have helped you achieve positive results.

ESSENTIAL REQUIREMENTS

Experience

1. Experience of achieving high quality results in own projects and those of the team, while meeting tight deadlines and managing multiple competing priorities.
2. Experience in structuring own and team's workload so that time is allocated efficiently between research, communication and funding proposals
3. Experience in communicating complex information in a clear and coherent way to a range of audiences and able to demonstrate impact through the dissemination of findings.
4. Experience of writing proposals and bringing in funding for self and others, and able to demonstrate a high success rate.
5. Experience of collaborating with a range of stakeholders and working across teams/organisations to achieve specific outcomes.

Skills, Knowledge and Abilities

1. PhD in economics or another relevant quantitative social science.
2. High level research capability with extensive knowledge of a range of research techniques and methodologies; particularly quantitative and econometric approaches.
3. High level written and verbal communication skills, with the ability to present complex information in an audience appropriate way, adapting your communication style to engage with a variety of audiences.
4. High level of attention to detail, with the ability to ensure the accuracy of complex reports and data sets.
5. Ability to develop senior external contacts to promote NIESR and influence/engage with potential funders.
6. Demonstrable reputation for research expertise within a subject area with evidence of recognition of achievement for high quality research output.
7. Able to demonstrate excellence in research area

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.
- Willingness to work flexibly in response to changing organisational requirements.