

Economy Officer				Purpose			
Reference No.	I636.01	Type	Individual	Economic policy and programme development and review and dissemination of economic, labour market and business research and information.			
Service	Economy, Planning and Employability						
Job Family	Professional 1	Anticipated Grade	FC7				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Assisting in the delivery and dissemination of economic information, research and analysis.				Educated to SCQF Level 8 which includes HND or equivalent qualification		✓	
				Experience of research and analysis of economic and labour market data		✓	
Preparing demographic, economic, business and labour market statistics.				Experience in conducting research and preparation of research briefs (Deliver Results – See How We Work Matters Framework)		✓	
Feeding research and intelligence into policy, regeneration, and business development strategy work.				Experience in an economic policy and information environment		✓	
Undertaking complex data analysis – for examples the analysis of economic data such as employment levels.				Experience interpreting complex performance data (Embrace technology and information)		✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Disseminating information to internal and external stakeholders including through written reports to inform key council documents and meet statutory reporting requirements.	Experience in preparation of reports and presenting information in a variety of styles (Take ownership) Communication skills Experience of engaging effectively with partners (Work together)	✓ ✓	 ✓
Acting as a key point of contact for, and manage the provision of, research and information requests from internal and external customers.	Positive attitude to customer care and quality (Focus on customers)	✓	
Liaising and working in partnership with other Local Authorities, other Council Services and Community Plan partners to ensure research programmes are consistent and co-ordinated, to support the local and community planning processes and ensure statutory reporting obligations are met.	Experience in a local authority environment		✓

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results