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| **Post Title:** | Senior Economist |
| **Portfolio:** | Treasury |
| **Responsible to:** | Chief Economist |
| **Responsible for:** | No direct reports |
| **Grade:** | Band F |

### Job Purpose

To provide economic policy analysis and advice to develop St Helena’s economy and improve the lives of all residents of the island. The role is somewhat flexible, but may (depending on the skillset of the successful applicant) cover the following fields:

* financial and budgetary management;
* economic forecasting;
* tax policy;
* financial services; and
* microeconomic policy reforms, such as competition and consumer protection policy, economic regulation of specific sectors, and welfare and labour market policy.

The successful applicant will be expected to bring strong skills and experience relevant to some (but not necessarily all) of the fields set out above.

The role is varied and provides the opportunity to utilise a range of quantitative and technical economic skills, while demonstrating strong general policy development skills.

The ability to apply sound and proven economic frameworks to the island’s specific circumstances will be critical to success in this role.

The ability to liaise independently across all levels of government, the community and the private sector is also essential.

### Main Duties and Responsibilities

The Senior Economist will:

1. Provide advice on, and implement reforms to, government financial and budgetary management practices; including through implementing international best practice where appropriate.
2. Develop and document models for forecasting the island’s key economic and financial parameters, and implement and formalise peer review processes and knowledge sharing within government.
3. Provide modelling and analysis to support the government’s consideration of policy proposals across all areas of government activity, including developing and maintaining necessary datasets and models to support ongoing analysis.
4. Provide written and oral briefings on the St Helena economy to a range of audiences including ministers and the public service, international delegations and bodies, and the community generally (including via the media). This includes providing substantial input into the preparation of the annual budget and related materials.
5. Develop policies on competition, economic regulation, welfare and labour market issues; including (depending on the skillset of the successful applicant) developing legislative proposals and drafting instructions.
6. Develop outline and detailed business cases for capital projects to assist the St Helena Government to prioritise projects and ensure value for money. Business cases will need to consider economic, social and environmental impacts.
7. Provide economic input into policy development across other Portfolios.
8. Work closely with staff in the public service to build capacity through on the job transfer of knowledge and skills.
9. Provide leadership, management and development to support team members to perform their roles competently and achieve team objectives or targets.
10. While the role has no direct reports, the postholder may be required to undertake people management activities, such as absence management, managing conduct, conflict resolution, conducting appraisals etc. and completing Manager Self Service (HR21), processes in the absence of managers or on an ad hoc basis.

The role is challenging and varied. It requires a pragmatic approach, strong interpersonal skills, and broad economic and general policy development sills.

### Special Conditions

There are no special conditions associated with this role.

However, for the proper performance of the responsibilities this post will not be limited to normal working hours, the postholder will, in response to the demands of the post, be required to work out of normal working hours.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the postholder may need to complete. In addition, the postholder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

The role will be based on St Helena. Remote working requests are not likely to be considered, although there is some flexibility to work remotely for short periods in extraordinary circumstances.

### Core Competency Framework

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| Competency | Level |
| **Professional Development:**  Requirements for Continuous Professional Development met and when necessary submitted to Professional Institute in order to continue recognition of professional status. | iii |
| **Planning & Delivery of Work:**  Ensures appropriate resources and levels of capability to deliver to plan.  Promotes and enforces appropriate organisational rules and procedures.  Leads by example in managing business relationships. | iv |
| **Analysis and use of Information:**  Identifies trends from complex or conflicting data.  Takes steps to address the root causes of highly complex problems.  Develops new policy and procedures. | v |
| **Decision Making:**  Shapes new policies and sets long-term objectives.  Understands the wider strategic environment to make appropriate resource decisions.  Strategically processes the impact of decisions.  Determines results which are aligned to strategic decisions.  Ensures decisions are evidence-based drawing on available knowledge and past experience. | v |
| **Working with Others:**  Manages relationships with key stakeholders by utilising a high level of understanding of own and other’s behaviours.  Develops relationships with key stakeholders.  Influences key stakeholders on issues relevant to the organisation.  Creates an environment which will enable delivery of shared policy outcomes. | iv |
| **Communication:**  Promotes communication across the organisation.  Negotiates to reconcile individual competing priorities.  Communicates the organisation’s priorities.  Summarises complex information in an effective manner. | v |
| **Influencing and Persuading:**  Ensures strategies to support a diverse workforce are implemented.  Recognises and anticipates the needs of senior managers and government officials  Presents unpopular messages confidently.  Varies style of communication to have maximum impact on audience.  Influences to maintain a balance between individual motives and directorate/departmental requirements.  Integrates logic and emotion to construct and convey complex arguments in a face to face situation. | iv |
| **Dealing with Change:**  Takes wide view of strategic needs.  Directs and drives organisational change.  Evaluates the impact of change on the organisation.  Initiates attitudinal change across the organisation.  Provides appropriate support mechanisms during a period of change. | v |
| **Continuous Improvement:**  Keeps up to date with developments that affect SHG and anticipates what may affect it in the future.  Creates an environment which allows people to improve the way they work.  Creates an environment where employees and colleagues work to improve the way things are done. | iv |
| **Managing Resources:**  Ensures appropriate resources and levels of capability to deliver to plan.  Uses management information to monitor/control resources.  Supports initiatives for new and more efficient use of resources.  Gains respect and credibility from team members through effective delegation, coaching and development. | iv |

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| **Criteria** | **Essential**  **/**  **Desirable** | **Application Form** | **Selection Process** |
| **Qualifications:** | | | |
| A Bachelor’s degree in economics, social science, or related field. | E | √ |  |
| A Master’s degree in economics, social science, or a related field. | D | √ |  |
| **Knowledge & Experience:** | | | |
| At least five years of experience providing economic analysis and policy advice. | E | √ |  |
| Capacity to develop business cases for capital projects; including undertaking cashflow analysis and net present value analysis. | E | √ | √ |
| Sound quantitative skills. | E | √ | √ |
| Sound written communication skills. | E | √ | √ |
| Experience in government budgeting, gained within a cabinet office, treasury or department/ministry of finance context. | D | √ |  |
| Knowledge of business case development utilising the UK Treasury Green Book Guidance (or comparable guidance if not based in the UK). | D | √ | √ |
| Advanced data interrogation and manipulation skills (SHG uses Microsoft Excel). | D | √ | √ |
| Experience in the development of sound economic policy frameworks (including developing supporting legislation) in areas such as:   * competition policy; * economic regulation of utilities; * insolvency and bankruptcy; or * financial services regulation. | D | √ | √ |
| Experience in providing briefing and advice to ministers and parliamentary committees. | D | √ | √ |
| Experience of working with governments of developing countries, particularly small states or islands. | D | √ |  |
| **Skills and Abilities:** | | | |
| Strong verbal, written and presentation skills, including the ability to explain complex ideas and engage people | E |  |  |
| The ability to define and use analytics to support decision-making. | E |  | √ |
| Able to use professional judgement to make decisions, including in the absence of complete information. | E |  | √ |
| Confident in using ICT systems relevant to role (in particular, the Microsoft Office suite). | E | √ |  |
| Able to plan, manage and review tasks for team members | E |  | √ |
| Strong interpersonal skills including motivational, negotiating, influencing and relationship building skills. | E |  | √ |
| Excellent time management and planning and organisation skills | E |  | √ |
| The ability to be creative and identify improvements and anticipate and respond to change | E |  | √ |
| Proficient at assessing problems and determining the most appropriate action | E |  | √ |
| Is approachable and confident in developing team members to acquire skills and experience | E |  | √ |
| Experience in Geographic Information Systems (GIS) | D | √ |  |
| Strong capability in Microsoft Excel, including ability to write macros where necessary. | D | √ |  |
| **Other:** |  |  |  |
| Willingness to work flexibly – some evening work may be required. | E |  |  |
| Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. | E |  | √ |
| Contribute to a positive working environment ensuring commitment to equality and diversity. | E |  | √ |
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### Our Values

#### **F**AIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

##### **I**NTEGRITY

We communicate openly and we are honest, accountable and ethical.

#### **T**EAMWORK

We work together and we support each other.

### Professional or Career Progression Cadre Competency Framework

Not applicable.