



PERSON SPECIFICATION : ASSOCIATE DIRECTOR (ECONOMICS)

SECTION 1

Job title: Associate Director

Department: Economics

SECTION 2: SELECTION CRITERIA

Relevant Experience:

A minimum of 8 years' experience in economics, planning or development consultancy (*Essential*)

Education and Training/Qualification:

- BSc in relevant economic or development field (essential)
- MSc in relevant economic or development field (desirable)
- Better Business Case Practitioner Accreditation (desirable)

Personal skills, abilities and competencies

Project management experience (*Essential*)

Line Management and staff mentoring experience (*Essential*)

Business Development and Networking experience (*Essential*)

Proposal writing, tendering, and work winning experience (*Essential*)

Technical skills and capabilities:

- Experience of business case and funding bids, including HMT Green Book analysis and Five Case models (*Essential*)
- Economic strategy and research, including bespoke economic analysis to inform regional growth, economic strategy, masterplans or investment plans (*Desirable*)
- Market analysis, including property market supply and demand analysis (*Desirable*)
- Development viability and financial modelling (*Desirable*)

- Socio-economic impact assessment, health impact, equalities impact, social infrastructure analysis (*Essential*)

Work related circumstances or other special requirements (*e.g. work permits, visas, ability to travel, flexible working, etc*).

- Right to work in UK for at least 2 continuous years;
- Occasional work and attendance at client presentations and other meetings outside normal working hours;
- Willingness to travel where necessary to client meetings, which can be at locations across UK;

SECTION 3: SOURCES OF EVIDENCE

References, tests, certificates, evidence of previous reports etc.



JOB DESCRIPTION: ASSOCIATE DIRECTOR (ECONOMICS)

SECTION 1: ROLE PROFILING

Job title: Associate Director

Department: Economics

Job purpose: To support the Director(s) in leading and delivering successful and profitable projects.

Contract duration: Permanent

Reports to: Director

Grade: Associate Director

Current Base (location): Manchester office. Flexible working arrangements available.

SECTION 2: ACCOUNTABILITIES and RESPONSIBILITIES

The role of Associate Director is to:

- Support the Team Lead and Directors in building up the team whilst liaising and cultivating good relationships with clients and fellow professionals/colleagues;
- Assist the Head of Department and Directors in preparing, updating and delivering the team's Business Plan;
- Lead on/work with others on marketing and bids to secure work and drive business development whilst aiming to create joint business development opportunities;
- Attend external events to develop contacts/network and identify business opportunities.
- Manage team and project financials including but not exclusive to forecasting, billings, credit control, etc to ensure profitable delivery in accordance with the business targets;
- Manage other staff (including more junior roles) as appropriate with successful growth of the team, alongside team building initiatives.
- Draw up, present and negotiate competitive proposals;
- Lead, manage and deliver profitable projects with support from others;

- Bring considerable experience and an identified skill set to the role whilst maintaining an awareness of market conditions and the impact of government policies;
- Keep informed about documents relating to relevant policy and practice;
- Manage and deliver a range in both type and scale of socioeconomic commissions, typically relating to development of business cases and funding bids aligned with HMT Green Book and Business Case guidance;
- Economic analysis and strategy development;
- Market research including property market supply and demand analysis;
- Development viability assessment including financial appraisal;
- Socio-economic impact assessment to inform planning including Health Impact Assessment, Equalities Impact Assessment, Social Infrastructure Audit, Social Value Assessments, Economic Impact Assessment and relevant social, economic and health work as part of Environmental Impact Assessments.

SECTION 3: GENERAL RESPONSIBILITIES

Health and Safety

Equal Opportunities

Quality Assurance

Commitment to continuous development (CPD, training, etc)

Compliance (Professional Compliance and Company)