

Position Description			
Title:	Economic and Market Research Analyst	Ref No:	ETC 234/2009 MPO/134/2005/10
Unit:	Economic and Market Research Unit		
Office:	Office of Experience Management and Development	Relativity:	5
Responsible to:	Head, Economic and Market Research		

Overall Purpose of Position

The Economic and Market Research Analyst is responsible for compiling, reviewing and analysing economic and market data and statistics to assess the feasibility of potential Malta Enterprise initiatives and business opportunities, produce forecasts of future market trends whilst identifying and providing recommendations on new opportunities or ways to improve efficiency and effectiveness of local businesses. He or she will critically evaluate the marketing, commercial, financial and technical aspects of such of opportunities and prepares reports detailing the relevant findings.

Plans and Objectives

- Assists management to ensure that Malta Enterprise programmes and initiatives are based on sound and valid economic research and analysis.
- Assists management to identify new market and investment opportunities.

Main Duties

- Conducts research to aid in the interpretation of the relevant economic and market relationships and in solution of related problems / issues arising.
- Assists in the formulation of market and economic evaluation guidelines and methodologies to establish standard framework for market and economic studies.
- Collects and processes economic, market and statistical data using various statistical and sampling techniques.
- Determines economic and market assessments using statistical methods and submits recommendations as appropriate.
- Reviews and analyses economic and market data in order to stay abreast of global and local economic / market changes / developments as well as forecast market trends.
- Compiles and analyses data to test the effectiveness of current initiatives, programmes or services and recommends suitability of alternative courses of action.

- Devises methods and procedures for obtaining and analysing data; working as appropriate with the National Statistics Office.
- Collects and processes economic and statistical data using various econometric, qualitative and quantitative research techniques.
- Proposes recommendations, policies or plans to aid in market interpretation or solution of economic problems.
- Continuously monitors markets and market needs and provides relevant updates / recommendations to management where necessary.
- Undertakes continuous research / analysis to identify opportunities for industry to improve efficiency and competitiveness and recommends to upper executives as necessary.
- Contributes to the production and development of Malta Enterprise initiatives / programmes that aid businesses to meet industry needs.
- Attends briefings and meetings as necessary.
- Organises data and other information into a report format and presents to senior management as requested.

Consultation

- Consults with the Head, Economic and Market Research, especially in resolving obstacles or when dealing with issues and problems which are of a sensitive nature and / or of a strategic importance.
- Coordinates with the National Statistics Office as appropriate.
- Coordinates with other internal functions and external stakeholders as necessary.

Self-Improvement

- Keeps up to date with new trends, developments and methodologies in the field of Economics and Market Research.
- Keeps up to date with the latest developments in global and local business markets.
- Keeps up to date with the latest developments within Malta Enterprise.

Other

- Performs any other job related duties as necessary or as assigned.

Supervision Received

- Direct supervision and guidance from the Head, Economic and Market Research.

Working Conditions

- May be required to work outside office hours in crises situations and / or to meet deadlines.

Skills / Knowledge / Experience

Skills

Computer literacy.	High
Numeracy skills.	High
Written and verbal communication skills.	High
Interpersonal skills.	High
Ability to define problems, collect data, establish facts and draw valid conclusions.	High
Organisation and planning skills.	High
Analytic and evaluative skills.	High
Problem-solving and decision-making skills.	High
Attention to detail.	High
Shows initiative and works under minimum supervision.	High
Ability to set and manage priorities judiciously.	High
Able to multi-task under tight deadlines.	High

Knowledge

Tertiary qualification in Economics, Marketing, Statistics or equivalent recognized qualifications from a professional institution.	Mandatory
Knowledge of economic and market research principles and practices, the financial markets, and the analysis and reporting of economic financial and marketing data.	Desirable
Knowledge of the relevant econometric software and programmes.	Desirable
Knowledge of statistics / mathematical models.	Desirable
Knowledge of qualitative and quantitative research methodologies.	Desirable

Experience

Minimum 2 years experience in a similar environment.	Mandatory
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