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| Title:          | <b>ECONOMIC &amp; MARKET RESEARCH ANALYST</b>            |
| Unit:           | <b>Economic &amp; Market Research</b>                    |
| Office          | <b>Office of Experience Management &amp; Development</b> |
| Responsible to: | <b>Head - Economic &amp; Market Research</b>             |

### 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.

### Overview of Main Responsibilities

- 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 upper executives 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.
- Organises data into report format and presents to senior executives as necessary.
- Attends briefings and meetings as requested.

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**Closing date for submission of application: 1600 hrs of Wednesday 30<sup>th</sup> December 2009**

## Skills

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| Computer literacy.                                                                    | High |
| Numeracy skills.                                                                      | High |
| Report writing skills.                                                                | High |
| Communication and interpersonal skills.                                               | High |
| Ability to define problems, collect data, establish facts and draw valid conclusions. | High |
| Planning and organisation skills.                                                     | High |
| Analytic and evaluative skills.                                                       | High |
| Problem-solving and decision-making skills.                                           | High |
| Attention to detail.                                                                  | High |
| Ability to show initiative and work under minimum supervision.                        | High |
| Able to multi-task under tight deadlines.                                             | High |

## Knowledge

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|-------------------------------------------------------------------------------------------------------------------|-----------|
| A tertiary qualification in Economics, marketing, statistics or equivalent.                                       | Mandatory |
| Knowledge of economic or financial or marketing principles and practices.                                         | Mandatory |
| Knowledge of the relevant modeling, statistical software and programmes, qualitative and quantitative techniques. | Mandatory |

## Experience

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| Minimum 2 years experience in a similar environment. | Mandatory |
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