UNIVERSITY OF WARWICK

Job Description

Job title	Research Economist (CenTax)
Department	Economics
Grade	5 (spinal point 24)

Job purpose (a brief summary of the role)	The Centre for the Analysis of Taxation (CenTax) is a research centre dedicated to advancing knowledge and understanding of taxation policies and practices. Led by Dr Arun Advani (Warwick) and Dr Andy Summers (LSE), CenTax undertakes research to generate rigorous quantitative evidence on tax at the top, develop targeted and feasible reforms, and communicate findings transparently to policy, media and civil society stakeholders. Projects include analysis of the characteristics, behaviours and impacts of high earners in the UK, such as analyses of the UK's "non-dom" regime, top-end migration, capital gains, and policies for taxing wealth. Further details are available on the CenTax webpage. As a Research Economist, you will undertake research to contribute to and support the work of CenTax. The job will include a variety of tasks providing excellent preparation for doctoral programmes in public economics or a career in quantitative analysis of public policy. Your primary responsibility will be to conduct data analysis at the UK tax authority's secure research facility, HMRC Datalab, which is located in Stratford, London. Access to the data requires obtaining accreditation of 'secure researcher' status and demonstrating absolute commitment to upholding HMRC's processes to ensure taxpayer confidentiality. As part of the CenTax team, you would benefit from our existing data access and infrastructure built up over many years of research. This is by far the most comprehensive access to UK tax data of any research team. As well as data cleaning, validation and analysis, you will contribute to research designs, prepare and deliver presentations to academic and policy audiences, and edit academic papers. There will also be opportunities for co-authorship of papers and reports where this is merited by significant independent intellectual contribution. Base location: HMRC Datalab, 14 Westfield Avenue, London E20 1HZ. There is also access to CenTax's office spaces at the London School of Economics.
Duties and responsibilities	**Research and Scholarship** - Conducting reviews of existing literature, datasets, and policy documents, and identifying appropriate methods of investigation. - Applying complex technical information about the tax system and other public policies to inform research designs and interpret findings. - Processing very large datasets, often within a secure environment without access to internet. - Applying rules of statistical disclosure control and following any other safeguards required as a condition of access to the data. - Liaising with government data analysts to raise queries about the datasets and request release of results from the secure environment. - Assisting in drafting presentations, reports, academic papers and grant applications. - Attending regular research team meetings and communicating effectively and promptly via email and online videoconferencing as well as in person.

	• Managing own programme of research tasks and administrative activities, with guidance from the lead researchers. All of the above are subject to the contractual obligations imposed by the external funding agency and with the agreement of the grant-holder, Principal Investigator and/or Head of Centre. The candidate is also expected to contribute to the life of the centre and department, and to ensure compliance with health and safety in all aspects of work.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Completed (by start date) Master's degree in economics or other quantitative social science.	A & C
E2	Ability to comprehend and apply complex technical information about the tax system.	A,B & C
E3	Excellent quantitative data analysis skills including experience or training in analysis of large datasets.	A,B & C
E4	Ability to conduct data cleaning and validation efficiently and with excellent attention to detail.	A,B & C
E5	Excellent practical proficiency in the use of R.	A,B & C
E6	Fluency in written and spoken English.	A & C
E7	Ability to plan, prioritise and manage own workflow efficiently, including via communication with other team members.	A & C
E8	A high level of initiative and desire to make independent intellectual contribution to projects.	A & C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	Interest in analysis of tax policies affecting individuals with high income and/or wealth.	A & C
D2	Experience in other coding languages (e.g. STATA, Python).	A & C
D3	Prior experience of undertaking research involving secure-access data and using GitHub file management software.	A & C
D4	Ability to present ideas effectively and confidently to academic and policymaker audiences.	A & C
D5	Willingness and ability to work occasionally under pressure where required to meet deadlines.	A & C