

# JOB DESCRIPTION

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| Job Title: Statistical Officer |
| Duration: Loan or secondment for up to two years |
| Pay Band: EO (£23,625-£27,400) |
| Location: Cardiff (with the option to work out of other Welsh Government offices e.g. Merthyr Tydfil, Aberystwyth, Llandudno, Swansea, if this is more convenient) |
| Division: Statistical Services (and potentially also elsewhere in the organisation) |
| Pattern of Working:Full time. Applications will be considered from staff who wish to work part-time or on a job share basis |
| **Closing date:** 31 January 2019, midday How to Apply:To apply, please send your CV and a covering note to Rebecca.Gillard@gov.wales by midday on 31 January 2019. Include details of any relevant posts you have undertaken to date and any specific requirements you would have e.g. post duration, location, topic area/type of work you are particularly interested in, skills you are looking to develop. |
| Purpose of Post: |
| The role of Welsh Government statisticians is to support decision-making, resource allocation, research and debate within government and the wider community by providing reliable and efficient statistical services. A wide range of topics are covered by Welsh Government statisticians including education, health, housing, poverty, social justice, industry, the economy, local government, transport, the environment, agriculture, demography and the Welsh language. Most of our statisticians work together in a central hub of analysts known as Statistical Services Division; however there are also a small number of statistical teams “outbedded” within Welsh Government policy departments.The general purpose of our Statistical Officer posts is to manage the provision of analysis and advice through the collection, collation, analysis and presentation of data on specific topics. The main difference between each of the posts is the topic area covered rather than the key tasks the post-holder is expected to carry out.

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| Development Opportunities Offered by the Post: |
| * The post-holder will work closely with and be mentored by experienced statistical staff.
* Chance to develop knowledge and understanding of the Welsh Government’s policies in specific areas.
* Access to focused learning and development opportunities, steered by the Government Statistician Continuous Professional Development (CPD) framework
* Opportunities to engage in the wider statistical work of Welsh Government and the Government Statistical Service (GSS) more generally.
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| Key Tasks: |
| Typical key tasks a Statistical Officer in Statistical Services is required to carry out vary from post to post. Examples include the following:* Provision of statistical advice and briefing to policy teams and ministers within the Welsh Government
* Analysis of large datasets, drawing out key messages, identifying trends and writing insightful commentary
* Preparation of appropriate data visualisations and statistical tables to help illustrate messages in data
* Answering requests for data and analysis from a variety of internal and external sources
* Data management and manipulation including efficient storage of data and automation of statistical processes
* Quality assurance including data checking, reporting on statistical quality and the peer review of statistical outputs.
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| Eligibility |
| Opportunities are open on a lateral basis to statisticians and data scientists within the Government Statistician Group who hold permanent contracts in their home departments. Applications will also be considered from other analysts working within the wider Government Statistical Service context provided a permanent contract is held (e.g. other members of the ONS RAS group, ex-data analytics apprentices, “non-badged” statisticians with relevant experience such as those working on official statistics in arm’s-length bodies). |  |

**Contact point** Rebecca.Gillard@gov.wales