

# JOB DESCRIPTION

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| Job Title: Higher Statistical Officer |
| Duration: Loan or secondment for up to two years |
| Pay Band: HEO (£29,100-£35,750) |
| 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 Higher 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: |
| * Opportunity to develop knowledge and understanding of the Welsh Government’s policies in a range of diverse and often cross-cutting areas and to work with colleagues in formulating and monitoring such policies.
* Experience of briefing Ministers and senior officials, and partnership working both within the Welsh Government, UK Government and with external bodies such as NHS Wales Informatics Service, Public Health Wales and Estyn.
* Opportunity to develop staff management skills in certain roles.
* An opportunity to further develop programme management, communication, and analytical skills.
* Opportunity to engage in the wider statistical work of Statistical Services.
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| Key Tasks: |
| The key tasks will be defined by the specific posts that become available. Typical key tasks will include the following:* Provision of statistical analysis and advice to policy officials to inform policy development and monitoring.
* Managing the production of statistical outputs, including consulting with users and ensuring compliance with UK Statistics Authority requirements.
* Resource management, typically responsible for one or more Statistical Officers (EO level staff), ensuring individual performance objectives are aligned to the team’s work plan and divisional priorities, and quality management of their work.
* Management of relationships with stakeholders including policy customers, external data suppliers, other government departments and users of Welsh Government statistics.
* Briefing Ministers and senior policy officials on statistical issues.
* Implementing an efficient approach to the collection, storage and dissemination of data.
* Developing and maintaining analytical models
* Building an understanding of the range and quality of data sources in relevant portfolio, evaluating and advising on appropriate use of data sources.
* Leading on the development and continual review and improvement of statistical outputs and processes, to meet the needs of internal and external users in an efficient and effective way, and assessing future demand. This includes considering best use of digital technology in analysis and presentation in line with the GSS Strategy for UK Statistics (*Better Statistics, Better Decisions*)
* Promotion of statistical best practice, ensuring compliance with the Code of Practice for Statistics and related legislation.
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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