# **Statistician Fast Stream – Skills Passport**

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| Name |  |
| Cohort Year |  |

This is a record of the statistician skills that you develop over the course of the Statistician Fast Stream and your ongoing learning progress. It must be completed in addition to the ‘main’ Fast Stream skills passport where you will record your core skills.

The passport is a live, continuous document that can be added to throughout your different postings. It should be reviewed periodically during your development conversations with your Activity Manager and 1:1s with your talent development manager.

**Section 1**

**Statistician Learning Record**

As you work through your statistician fast stream learner journey, please insert the month and year that you complete each piece of learning.

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| --- | --- |
| ***Insert title of learning*** |  |
|  | **Date Completed** |
| GSS FS Induction | Enter a date. |
| GSS Induction | Enter a date. |
| GSS Foundation | Enter a date. |
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**Anticipated completion date:** Enter a date.

**Section 2**

**Statistician Competence Framework**

The evidence that you provide against each statement will describe how you have demonstrated the respective competence or are working towards it. You should also include whether you have worked with internal or external stakeholders in your evidence. You can continue to add evidence throughout the scheme – just add in further dates to indicate that new examples are include in your Passport. For each piece of evidence, think about the level of your understanding and application – see the table below.

1. **Limited:** An awareness of knowledge of what is involved and the link from the individual’s role to the specialism.
2. **Developing:** Understand and demonstrate key issues and implications, able to ask the right questions and able to provide guidance and advice to others based on significant statistical experience
3. **Practitioner:** Demonstrate extensive and substantial skill and experience and applied knowledge of the subject
4. **Expert:** Demonstrate wide ranging knowledge, how to apply and or interpret it and see the implications for the organisation, as a whole.

By the end of the scheme, you want to have a range of skills demonstrating your ability to perform at Level 3 (i.e. Grade7 Principal Statistician). If you find that your roles do not allow for new skills to be developed, speak with your AM or TDM.

The ‘date’ may not be definitive and it is recognised that skills may be built over a period of time or completed at the end of an activity or rotation.

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| **Skills** |  | **Date** | **Level** | **Evidence (add in additional lines as necessary)** |
| **Helpful – influences decision making; is influential; is customer focused** | | | | |
| Acquiring data/understanding customer needs | Instils a culture across the team of helping the customer, including Policy professionals, to understand the value of a strong evidence base and the importance of using appropriate data sources | Enter a date. | Choose an item. |  |
| Leads and supports the work of the team in acquiring the appropriate data sources to deliver customer needs | Enter a date. | Choose an item. |  |
| Data analysis | Inspires self and team to engage with the customer, share findings and to lead on debates that may influence decision making | Enter a date. | Choose an item. |  |
| Leads on or supports the team in more complex analytical discussions with customers or Policy colleagues | Enter a date. | Choose an item. |  |
| Is an advocate for basing discussions with customers and Policy colleagues on the data analysis and evidence presented, strengthening customer trust in the evidence base | Enter a date. | Choose an item. |  |
| Presenting and disseminating data effectively | Is able to advise customers and stakeholders on presentation and dissemination matters | Enter a date. | Choose an item. |  |
| Has well established links with internal communications and press office teams | Enter a date. | Choose an item. |  |
| Encourages the evaluation of presentations and disseminations through user engagement, encouraging a culture of meeting user needs through continuous improvement | Enter a date. | Choose an item. |  |
| Working with credibility | Operates with credibility, is accountable for the work of the team(s) (where applicable) and champions the Statistical profession | Enter a date. | Choose an item. |  |
| As a subject matter expert, contributes to an expert network, knows what else has been done in the same field and where to go for wider evidence. Uses expertise to deliver optimal solutions to customers and to influence decision making more widely | Enter a date. | Choose an item. |  |
| **Innovative – Drives innovation; is innovative** | | | | |
| Acquiring data/understanding customer needs | Leads on and supports the team in the use of innovative techniques for acquiring new data sources. Promotes the innovative work of the team | Enter a date. | Choose an item. |  |
| Data analysis | Inspires colleagues (and oneself) to perform experimental analyses and offers appropriate support to ensure that innovation is embedded within the culture of their work area | Enter a date. | Choose an item. |  |
| Promotes new ways of working and continuously seeks opportunities to improve processes, statistical documents and statistical techniques using innovative methods, showing awareness of the impact on own business area of implementing any change | Enter a date. | Choose an item. |  |
| Decides which innovations are most suitable and drives the case forward to delivery, applying logic and leadership | Enter a date. | Choose an item. |  |
|  | Actively seeks out examples of statistical innovations in other internal and external products, considers their appropriateness for reuse, and where applicable, investigates ways of transferring these for use within own work area | Enter a date. | Choose an item. |  |
| Presenting and disseminating data effectively | Champions innovative data dissemination techniques within and across teams | Enter a date. | Choose an item. |  |
|  | Seeks out examples of data dissemination innovations from across the analytical community and investigates ways of transferring these for use within own work area | Enter a date. | Choose an item. |  |
| Working with credibility | Seeks out, where necessary, appropriate funding/resource and demonstrates the ability to build a network of relationships, internally to enable opportunities for innovation | Enter a date. | Choose an item. |  |
|  | Considers flexible ways of supporting innovation while ensuring the Civil Service Code and Code of Practice for Official Statistics are respected in the letter and spirit | Enter a date. | Choose an item. |  |
|  | Shares own knowledge and experience of data innovations (including data dissemination aspects) with others within work area and/or Department | Enter a date. | Choose an item. |  |
| **Capable – deploys capability; builds capability of self and others** | | | | |
| Acquiring data/understanding of customer needs | Is highly knowledgeable of the breadth of data sources available for use by the Department (internally and externally), and their strengths and limitations. Knows when a new data collection is required, and leads and advises on the design and/or commission of this | Enter a date. | Choose an item. |  |
| Is highly knowledgeable of the breadth of techniques available for manipulating and creating new data sources through linking or matching multiple datasets. Leads and advises others on data manipulations and appropriate innovations | Enter a date. | Choose an item. |  |
| Shares good practice and knowledge on data sources to build the capability of others within/across teams | Enter a date. | Choose an item. |  |
| Data analysis | Has a breadth of knowledge across a range of areas and is able to advise independently, wither on analytical aspects or as a topic area expert | Enter a date. | Choose an item. |  |
| Knows where to look and how to use appropriate analytical techniques, including assumptions, applications, and limitations, and can assess the potential of emerging technology | Enter a date. | Choose an item. |  |
| Freely shares expertise and builds the technical knowledge and skills of others in or across teams | Enter a date. | Choose an item. |  |
| Presenting and disseminating data effectively | Is knowledgeable about data dissemination tools and techniques and takes the lead in building capability within and outside the team or with Policy colleagues | Enter a date. | Choose an item. |  |
| Develops communication and social media strategies, in accordance with Departmental guidance | Enter a date. | Choose an item. |  |
| Working with credibility | Shares knowledge and expertise to build the capability of others within or across teams | Enter a date. | Choose an item. |  |
| Ensures that statistics are widely used, presented and explained effectively by self and staff, where applicable | Enter a date. | Choose an item. |  |
| **Efficient – Extracts value from existing data and analysis; works efficiently; enables efficiency to happen** | | | | |
| Acquiring data/understanding of customer needs | Develops new uses of existing data sources; maximises the statistical potential of new and existing data sources, including open data sources | Enter a date. | Choose an item. |  |
| Promotes increased efficiency and effectiveness in the use of data, e.g. through increased use of data sharing and techniques for linking and matching. Is considerate of respondent burden (i.e. ensuring proportionality) | Enter a date. | Choose an item. |  |
| Instils a culture within the team of enabling efficiencies through ensuring that information on data sources is documented and made available for the benefit of others | Enter a date. | Choose an item. |  |
| Readily shares information with others within/across teams, so that the appropriate data sources can be sought more quickly | Enter a date. | Choose an item. |  |
| Data analysis | Ensures adequate documentation and knowledge management are in place to improve speed of analysis/production and minimise duplication and errors | Enter a date. | Choose an item. |  |
| Presenting and disseminating data effectively | Shares good practice with others, including Policy colleagues, to ensure that value can be drawn from the analytical presentations efficiently and effectively | Enter a date. | Choose an item. |  |
| Working with credibility | Ensures good practice is used within the team | Enter a date. | Choose an item. |  |
| Manages a portfolio of work, involving colleagues from a wide range of analytical and/or other disciplines, anticipates future needs and focuses resources in the areas that will provide efficiency as well as the most impact | Enter a date. | Choose an item. |  |
| Undertakes succession planning and develops business continuity strategies that are supported by adequate documentation and knowledge management systems | Enter a date. | Choose an item. |  |
| **Professional – adheres to statistical frameworks; quality assures work; builds trust** | | | | |
| Acquiring data/understanding of customer needs | Is an advocate for the investigation and use of administrative data | Enter a date. | Choose an item. |  |
| Demonstrates a high level of statistical integrity when working with customers, potentially including Ministers’ private office, Press Office colleagues and the media, showing a commitment to delivering solutions to meet the diverse range of customer needs whilst still upholding professional standards | Enter a date. | Choose an item. |  |
| Uses and understands the position or views of others, knowledge of the wider evidence base and any limitations imposed by legal or regulatory frameworks to overcome constraints in the delivery of customer needs | Enter a date. | Choose an item. |  |
| Data analysis | Establishes, maintains and promotes a culture that enables team members to take responsibility for delivering high quality statistical advice, analysis and outputs based on robust methods | Enter a date. | Choose an item. |  |
|  | Quality assures analytical work of the team or colleagues in accordance with Aqua Bool and GSS guidance, challenges source data and assumptions, and interprets final analyses for the purposes of providing supporting evidence. Fulfils appropriate formal roles assigned under Aqua Book guidance | Enter a date. | Choose an item. |  |
|  | Advocates the use of data analysis and evidence in decision making, actively participating in the business planning process to identify where input from the profession will be most beneficial and actively seeking opportunities to promote the skills and knowledge of their team | Enter a date. | Choose an item. |  |
| Presenting and disseminating data effectively | Understands the wider statistical position and is able to deliver the key analytical messages while taking account of the ministerial/policy standing, and retaining integrity | Enter a date. | Choose an item. |  |
|  | Ensures statistical releases are impartial and takes steps to ensure that statements issued by others (e.g. Ministers, Press Office, others) are statistically accurate | Enter a date. | Choose an item. |  |
| Working with credibility | Ensures that the legal framework for statistical work, including the Code of Practice for Official Statistics and the Data Protection Act, is understood and embedded in their area, taking personal responsibility for upholding the principles and requirements when challenged | Enter a date. | Choose an item. |  |
|  | Actively keeps abreast of, and contributes to, relevant statistical developments within and outside the Department, including internationally, adopting and promoting good practice in their area and aligning with the objectives of the broader statistical community | Enter a date. | Choose an item. |  |
|  | Keeps knowledge up to date, expands range and documents all learning within a Continuous Professional Development log book | Enter a date. | Choose an item. |  |