Assistant to Data Analyst[1] /
Data Quality Officer

Department:	Various GoJ Departments / Statistics Jersey
Section:	Relevant section within Department
Reports to:	Head of / Principal / Manager
JE Ref:	JSS1000.1
Grade:	CS 7 **JE Date**: 15.03.2024

Job purpose

Responsible for applying basic or routine quantitative and / or qualitative data analysis and / or the continuous improvement of the quality of core data assets to make it usable and enable various stakeholders to gather insight at either a Departmental, Government or Island-wide level. Informing effective, evidence-based decisions and driving continuous improvements in performance, service quality or delivery, value for money, strategic priorities and outcomes for Islanders.

Responsible for processing raw data using various tools and techniques to prepare, clean and verify data to ensure it is accurate as well as inputting, organising and storing data securely. Providing general advice and support to business partners with regard to data quality. Generally acts under supervision, within established procedures / practices, with demonstrable knowledge and awareness of the competencies required for the role.

Job specific outcomes

Prepares, codes, classifies, cleanses and validates quantitative and/ or qualitative data with guidance to ensure it is fit for purpose. Developing understanding of the context, source and method of data collection / research to be able to identify and advise the right data to use. Prioritises accuracy in data collection and contributes to data documentation, change control and testing procedures to enable reuse (e.g., when organising / analysing raw data) and enhance data integrity.

Applies basic technology and software relevant to their role at a competent level, accurately and appropriately. Maintains awareness of different data tools, understanding where they could be used and how technology is used to create the data architecture that determines how data is used, managed, and meets the organisations' needs.

Able to demonstrate understanding of the theoretical basis for applied practices by applying a small range of quantitative descriptive statistics (e.g., sum, average, percent) and using routine visuals (e.g., tables, charts and graphs) and / or qualitative techniques to present simple data effectively, recognising the limitations of the data. Otherwise seeks advice to apply the most appropriate medium to summarise and/or visualise data to tell a story.

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[1] *Within the Data Analyst and Statistician job family of roles, the terms "Data Analyst" may be replaced by "Data Engineer", "Data Scientist" or "Statistician" depending on the speciality*

Provides general advice and guidance on data and data quality matters. Maintains awareness of basic data ethics and governance requirements and implications, including legal / best practice frameworks and follows local and organisational guidelines. Awareness of the sensitivities around certain data and information releases due to the subject matter itself or because the results are sensitive or of high political interest.

Communicates the importance of data integrity and the implications of poor data quality during working relationships with others. Supports data-users to access appropriate and relevant insights, demonstrating understanding of the importance of data and measurements to the organisation and its objectives (e.g., improving the quality-of-service delivery).

Supports continuous improvement initiatives and identifies ways to improve processes, systems and data relevant to their role through engaging with others and seeking feedback (e.g. Data Quality Audits). Seeks opportunities to learn about new developments relevant to the processes and systems they use. Contributes their ideas to improve services and make efficiencies in their own area and challenges ideas constructively.

Uses systems to plan and manage their work to ensure it is delivered on time. Ensures that information has been subject to quality / checking procedures prior to releasing to customers. Supports team projects and takes accountability for the delivery of agreed results. Awareness of how their work contributes to the organisations' purpose and priorities. Identifies ways to improve their own performance, supported by their line manager, and through constructive feedback.

Establishes and maintains relationships with key business partners, sharing basic information and advice to contribute to driving the data agenda forward. Takes part in regular team meetings and updates to contribute to discussions as well as actively listen to assist others meet goals and deadlines.

Communicates effectively by conversing with, and writing to peers in ways that support basic data and information sharing activities. Develops and applies active listening skills to understand the data requirements of colleagues and customers, asking questions to clarify understanding. Ensures that the information or analysis undertaken is fit for purpose / meets their requirements.

Represents the service area and profession well by providing a professional approach to colleagues and customers. Acknowledges differences in levels of data understanding and values of diversity and inclusion both within their team as well as their working practices (e.g., methods of data collection / representation). Respectful of others' rights and challenges inappropriate behaviours where appropriate or knows where to find support.
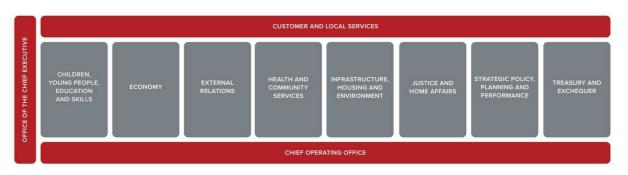
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Government Departments

Person Specification

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications *Please state the level of education and professional qualifications and / or specific occupational training required.*	Knowledge of data analysis and associated software / computer systems acquired through A-Level or diploma in subject with a significant numerical and analytical component (e.g. Maths, Science, Social Science), or equivalent qualifications and experience.	Working towards a degree or equivalent in a subject with a high level of analytical or numerical content.
Knowledge *This relates to the level and breadth of practical knowledge **required** to do the job (e.g. the understanding of a defined system, practice, method or procedure).*	Basic knowledge of: • quantitative and/or qualitative data collection, and analytical quality assurance methods. • technology and software relevant to the role or service area • analytical, statistical and data summary and/or visualisation techniques. • their service area(s), as well as the political context they operate in • any data ethics, governance, legal and best practice requirements. Including Codes of Practice (e.g. for Official Statistics) Data	

	Protection, Freedom of Information. With basic understanding of their applicability and implications.	
Technical / Work-based Skills *This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.*	Ability to use basic technology / software relevant to their role to a competent level. Including • General office tools such as Word, and Outlook for managing tasks and communications • Spreadsheet software for cleansing data, producing analysis and visuals • Database / data warehousing tools and languages for collecting, storing, processing, cleansing, modelling and analysing data • Statistical analysis tools and languages for performing statistical techniques.	
General Skills/Attributes *This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.*	Ability to: • handle data confidently with a high level of attention to detail. • apply a granular level of curiosity (e.g., identify missing records, mismatching fields) • manage self, work on their own initiative (i.e. prioritising work	

	effectively) and identify ways to improve their own performance.	
	• work collaboratively with others to achieve organisational outcomes, contributing to driving the data agenda forward.	
	• effectively engage and communicate with customers and colleagues (i.e. conversing, writing or actively listening) in the most suitable methods that are clear and concise.	
	• demonstrate personal and professional demeanour.	
	• build understanding of different perspectives of others, and value diversity.	
Experience *This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).*	• Relevant technical experience, working with data	• Experience working in a public sector environment.

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier X core accountabilities attributes and behaviour indicators.