

## Data Analyst Level 1<sup>1</sup>

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<b>Department:</b>	Various GoJ Departments / Statistics Jersey	
<b>Section:</b>	Relevant section within Department	
<b>Reports to:</b>	Head of / Principal / Manager	
<b>JE Ref:</b>	JSS1001.1	
<b>Grade:</b>	CS 8	<b>JE Date:</b> 15.03.2024

### Job purpose

Level 1 Data Analysts / Data Engineers / Data Scientists / Statisticians Level 1 are responsible for ensuring and extracting value from quantitative and/ or qualitative data to support and provide insight to various stakeholders with either a Departmental, Government or Island-wide focus. The role informs effective, evidence-based decisions and driving continuous improvements in performance, service quality or delivery, value for money, strategic priorities and outcomes for Islanders.

Postholders act under management rather than supervision, within established procedures and practices. Applying intermediate knowledge and experience of data, analysis and / or statistical techniques as well as data technology to create data architecture and enable data processing and analysis. Demonstrating functional proficiency of the core competencies required for the role enabling the specific skills and behaviours to be exercised effectively.

### Job specific outcomes

Applies quantitative and/ or qualitative data collection / research and quality assurance methods. Prepares and cleanses data by applying systematic checks to identify patterns and trends to locate and investigate data quality to determine whether it is accurate and fit for purpose. Working with others to resolve any issues. Providing descriptive data documentation, change control and testing procedures to enable reuse.

Applies technology and software relevant to their role (e.g., programming or statistical tool) to an intermediate level accurately and appropriately and to create simple databases and data models. Maintaining understanding of how technology is used to create the data architecture that determines how data is used, managed, and meets the organisations' needs.

Performs a range of analytical and / or statistical techniques to transform data into insights, by applying existing best practice solutions. Presenting quantitative and/ or qualitative data effectively and producing interactive, dynamic visuals (e.g., charts, graphs, infographics). Determine the most appropriate medium to summarise and / or visualise data to tell compelling stories that are relevant to organisational goals and are meaningful.

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<sup>1</sup> 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 analytical matters, demonstrating functional / intermediate understanding of their service area, data ethics and governance requirements and implications, including legal and best practice frameworks. Understands the sensitivities around certain data and information releases.

Works closely with business counterparts to promote understanding, explaining the role of data intelligence to others, and its ability to provide an evidence-base for decision making and service improvement. Advises data-users on how to access appropriate and relevant data insights to support evidence-base for decision making / service improvement.

Seeks opportunities to continuously improve processes / systems / technology relevant to their service area. Engaging with users for feedback, challenging ideas constructively and keeping up to date with developments in technology, tools and analytical techniques relevant to their service area. Sharing and promoting this knowledge to contribute to delivering an effective service.

Manages a range of different tasks as well as unexpected interruptions by prioritising effectively and adjust work accordingly, following basic project management principles to manage others' expectations. Understands how their work contributes to the organisations' purpose and priorities and accountable for their own performance, development and delivery of agreed results.

Establishes and maintains relationships and alliances to achieve expected results. Ensuring collaborative working adds to customer value and organisational outcomes to drive the data agenda forward. Shares appropriate data and information and constructively expresses views or concerns.

Communicates confidently and knowledgeably in ways that supports data and information sharing activities. Proactively engaging with colleagues and customers to understand data requirements (e.g., discussing the analysis, options data limitations and explores findings). Explains intermediate levels of outputs of analysis / information (e.g., the context of interrelated situations) clearly and concisely.

Represents their service area well by providing a professional approach to colleagues and customers. Valuing diversity and inclusion both in their team as well as their working practices (e.g., data collection / analysis). Demonstrates respect 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.

## Organisational structure

### Government Departments



## Person Specification

### Specific to the role

*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
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Knowledge of a range of analytical / statistical techniques and procedures acquired through qualification to degree level in a subject with a significant numerical component (e.g. Maths, Science, Social Science), or equivalent relevant experience.</p> <p>Evidence of ongoing personal and professional development.</p>	<p>Additional specialist knowledge acquired through post graduate diploma level of equivalent.</p>
<p><b>Knowledge</b> <i>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).</i></p>	<p>Functional / intermediate knowledge of:</p> <ul style="list-style-type: none"> <li>• quantitative and/ or qualitative data collection / research and quality assurance methods.</li> <li>• technology and software relevant to the role or service area</li> <li>• various analytical, statistical and data summary and/ or visualisation techniques.</li> <li>• the importance of joined up data and measurements.</li> </ul>	<p>Awareness of:</p> <ul style="list-style-type: none"> <li>• continuous improvement methodologies. Able to apply knowledge and follow best practice principles.</li> <li>• project management methodologies. Able to apply knowledge and follow project management principles.</li> </ul> <p>Functional / intermediate knowledge of:</p>

		<ul style="list-style-type: none"> <li>• their service area(s) as well as the political context they operate in</li> <li>• any data ethics, governance, legal and best practice requirements. Including Codes of Practice (e.g. for Official Statistics), Data protection, Freedom of information. With understanding of their applicability and implications.</li> </ul>
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Ability to use technology / software relevant to their role to an intermediate level. Including</p> <ul style="list-style-type: none"> <li>• General office tools (e.g. Word, PowerPoint, Outlook) for report writing, presentations, managing tasks and communications</li> <li>• Spreadsheet software for cleansing data, creating data models, producing analysis and visuals</li> <li>• Database / data-warehousing tools and languages for collecting, storing, processing, cleansing, modelling and analysing data</li> <li>• Statistical analysis tools and languages for performing statistical tests such as confidence intervals, test of significance,</li> </ul>	

	<p>regression or predictive modelling</p> <ul style="list-style-type: none"> <li>• Data visualisation tools and languages for designing and implementing data models and visualisations to present insights</li> </ul>	
<p><b>General Skills/Attributes</b> <i>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.</i></p>	<p>Ability to:</p> <ul style="list-style-type: none"> <li>• apply levels of curiosity and attention to detail in preparing and analysing data.</li> <li>• understand how and when to practically apply existing best practice solutions.</li> <li>• work closely with business counterparts to promote understanding and contribute to driving a data-driven culture.</li> <li>• manage self, work on their own initiative (i.e. prioritising work effectively) and identify ways to improve their own performance.</li> <li>• work collaboratively by partnering with others to achieve organisational outcomes.</li> <li>• effectively engage and communicate with customers and colleagues (i.e. conversing, writing or actively listening) determining the most</li> </ul>	

	<p>suitable methods that are clear and concise.</p> <ul style="list-style-type: none"> <li>• demonstrate personal and professional demeanour and credibility.</li> <li>• build understanding of different perspectives of others, and value diversity.</li> </ul>	
<p><b>Experience</b> <i>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).</i></p>	<ul style="list-style-type: none"> <li>• Relevant technical and professional experience working with data (e.g. 2 – 3 years) which may have been acquired through a degree of equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a public sector environment.</li> </ul>

## 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.