Data Analyst Level 2[1]

Department:	Various GoJ Departments / Statistics Jersey
Section:	Relevant section within Department
Reports to:	Head of / Principal / Manager
JE Ref:	JSS1002.1
Grade:	CS 10 **JE Date**: 15.03.2024

Job purpose

Level 2 Data Analysts / Data Engineers / Data Scientists / Statisticians 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. Informing effective, evidence-based decisions and driving continuous improvements in performance, service quality or delivery, value for money, strategic priorities and outcomes for Islanders.

As an experienced member of the team, their role is to act with a high degree of independence where expected results are defined by management, and they are guided by principles, broad occupational policies as well as regulations. Applying advanced 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 in-depth proficiency of the core competencies required for the role. Supports others in the application of specific skills or behaviours as necessary.

Job specific outcomes

Designs quantitative and / or qualitative data collection / research and quality assurance methods. Establish systems to prepare data for use, specifying how it should be cleansed and prepared. Investigating and interrogating complex datasets, ensuring data meets quality standards and is interoperable. Contributing and developing data documentation, change control and testing to enable reuse.

Applies technology and software relevant to their role (e.g., programming or statistical tool) to an advanced level accurately and appropriately and to design and build databases and data models from multiple sources. Advising on the design of the data architecture to determine the most appropriate for the environment.

Performs a range of analytical and / or statistical techniques to data from multiple sources, either at a micro or macro data level. Applies logic, creativity and emerging theory to practical situations. Developing innovative summaries and/ or visualisations that present complex quantitative and / or qualitative analysis in a way that is meaningful. May lead the development of data products / releases.

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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*

Advises others as subject matter expert of their service area, data ethics and governance requirements. Promotes best practice and compliance of legal frameworks within their team's products and services. Understand the sensitivities around types of data and information releases.

Educates others across the organisation to promote a data-driven culture. Enabling them to use and interpret data accurately. Recognising differences in data literacy.

Advocates the use of data insights as evidence base for effective and efficient service delivery, service redesign, development of policy, strategy and the prioritisation of actions across the organisation. Maintains a good awareness of centralised data systems to ensure departments are integrated wherever possible.

Identifies and implements ways to improve processes / systems / use of technology relevant to their service area. Uses various sources of feedback and evidence to inform improvements in the products and services and challenges ideas constructively. Proactively horizon scans and maintains knowledge of developments in technology, tools and analytical techniques. May apply emerging theory to practical situations. Advocates continuous improvement and innovation within their team.

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.

Builds positive working relationships with different levels of seniority to promote mutual trust and understanding. Develops data networks outside their own immediate team through relevant formal and informal professional groups and organisations to drive the data agenda forward. Sharing knowledge, understanding and outcomes. Enables information to be exchanged and the views of others to be shared. Handles conflict empathetically and uses influencing and negotiation skills to find mutually acceptable compromises and solutions.

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.

Government Departments

OFFICE OF THE CHIEF EXECUTIVE	CUSTOMER AND LOCAL SERVICES							
	CHILDREN, YOUNG PEOPLE, EDUCATION AND SKILLS	ECONOMY	EXTERNAL RELATIONS	HEALTH AND COMMUNITY SERVICES	INFRASTRUCTURE, HOUSING AND ENVIRONMENT	JUSTICE AND HOME AFFAIRS	STRATEGIC POLICY, PLANNING AND PERFORMANCE	TREASURY AND EXCHEQUER
	CHIEF OPERATING OFFICE							

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 and experience of analytical / statistical techniques and procedures, acquired through degree level in a subject with a significant numerical component (e.g. Maths, Science, Social Science), or equivalent. Plus additional specialist knowledge acquired through post graduate diploma level or equivalent relevant experience.	
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).*	Understanding of the departmental business plan. Advanced knowledge of: • quantitative and/ or qualitative data collection / research and quality assurance methods and design • technology and software relevant to the role or service area • various analytical, statistical and data summary and/ or	Understanding of the Island's challenges, the Council of Ministers' priorities and the Government Plan and how changes in these can affect the demand for data. Understanding of Outcomes Based Accountability.

	visualisation techniques.	
	• their service area(s) as well as the political context we 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 an understanding of their applicability and implications.	
	• the importance of joined up data and measurements.	
	Knowledge of: • continuous improvement methodologies	
	• project management methodologies.	
Technical / Work-based Skills *This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.*	Ability to use technology / software relevant to their role to an advanced level. Including: • General office tools such as Word, Powerpoint and Outlook for writing reports, presenting, managing tasks and communications	
	• Spreadsheet software for cleansing data, creating data models, 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 tests such as confidence intervals, test of significance, regression or predictive modelling • Data visualisation tools and languages – for designing and implementing data models and visualisations to present insights • Specify system requirements / technical specifications that can be used for development.	
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: • demonstrate a highly curious mindset and attention to detail in investigating and interrogating complex datasets. • apply logic, creativity and emerging theory to practical situations. • educate others across the organisation to promote a data-driven culture.	

	• manage self, work on their own initiative and may coordinate some of the teams' activities (i.e. prioritising work effectively).
	• Identify ways to improve their own performance.
	• work collaboratively by developing data networks outside their own team to achieve organisational outcomes to drive the data agenda forward. Demonstrating influencing and negotiating skills to find solutions.
	• effectively engage and communicate with all levels of customers and colleagues (i.e. conversing, writing reports, presenting complex information and actively listening). Adapting their style to suit the needs of different audiences.
	• demonstrate personal and professional demeanour and credibility which commands the confidence of a range of stakeholders.
	• promote diversity and inclusion. Take a proactive approach to dealing with difficult or sensitive situations.

Experience		
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).*	• Significant relevant technical and professional experience post qualification (e.g. 5 – 7 years) • Project management experience. • Influencing skills. • Experience working effectively with a range of stakeholders including Senior Officers, within a political environment, including transmitting challenging messages.	

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.