Specialist Data Analyst[1]

Department:	Various GoJ Departments / Statistics Jersey
Section:	Relevant section within Department
Reports to:	Head of / Principal / Manager
JE Ref:	JSS1003.1
Grade:	CS 11 **JE Date**: 15.03.2024

Job purpose

As the Specialist Data Analyst / Statistician, their role is to lead a specific function to 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.

The postholder will act with a high degree of autonomy where expected results are defined by management, and they are guided by principles, broad occupational policies as well as regulations.
A subject matter expert in the data profession and their service area, they will also possess a good understanding of the Island's challenges, the Council of Ministers' priorities, Government Plan and their Business Plan and how changes in these can affect the demand for data.

The postholder will support and may supervise other members of their team in the application of specific quantitative and/ or qualitative data skills or behaviours as necessary, and educate others across the organisation to promote a data-driven culture.

Job specific outcomes

Supports the Head of / Principal / Analytics Team Manager in leading discussions with senior stakeholders to influence quantitative and/ or qualitative data approaches and develops key performance measures for data integration and quality. Maintains a deep understanding of data sources, methods of collection / research and interrogation, to ensure colleagues have the support / training to administer the most appropriate quality assurance methods. Coaches other members of the team to be able to apply expert levels of curiosity and negotiate and implement resolutions to data quality issues. Ensures documentation, change control and testing systems and processes are in place to ensure data is reusable.

Demonstrates broad and in-depth knowledge and experience in the application of technology to create efficient / effective data architecture. Working with others to integrate systems as a recognised specialist and advisor relating to user needs, generation of ideas, methods tools and leading others in best practice. Applies technology and software relevant to their role (e.g., programming or statistical tool) to an advanced level. Supporting others learning and capability through training initiatives.

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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*

Oversees a range of analytical / statistical techniques of the team. Leads the development of data products / releases that may be complex / sensitive. Applies logic, creativity and emerging theory to practical situations. Understands and teaches a wide range of best practice solutions. Explores new methodologies / approaches to quantitative and/ or qualitative data extraction, analysis or provision and develops, implements and ensures adherence to organisation-wide standards and guidelines.

Shares advanced levels of knowledge to guide decision-makers by providing intelligence and coaching / training others in their team. Provides guidance and oversight to others in their team on how to deal with politically sensitive data / information releases. Contributes to the development and implementation of organisation wide data ethics / governance policies and practices. Ensures they are adhered to, and in place for the products and services of their team(s), including legal / best practice frameworks.

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 multiple competing priorities and frequent interruptions by prioritising effectively. May coordinate the work of others or lead on pieces of work, delegating effectively to manage the workload and timescales or applying intermediate project management principles. Informing senior colleagues of any issues that may impact service delivery. Assists others to understand how their work contributes to the organisations' purpose and priorities and accountable for identifying ways to improve their own performance, and those they may supervise to ensure the 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.

Proactively engages with colleagues and customers to understand data requirements. Converses with, writes reports for, and creates / delivers presentation to all levels of colleagues and peer groups in ways that support advanced / complex data and information sharing (e.g., multiple interrelated situations), as well as problem solving and planning using an evidence base. Advanced ability to adapt their style of presentation / communication to suit the needs of different audiences to provide data / information clearly and concisely.

Represents their service area or organisation well by providing a professional approach to colleagues and customers. Promotes diversity and inclusion within their team and working practices (i.e., data

collection, analysis, presentation) Takes a proactive approach to dealing with difficult or sensitive situations, influencing others to reach an acceptable solution by remains objective and professional.

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
Qualifications *Please state the level of education and professional qualifications and / or specific occupational training required.*	In depth specialist knowledge of analysis / statistics and the use of information across the GoJ / the Island acquired through degree level in a subject with a significant numerical component (e.g. Maths, Science, Social Science), or equivalent. Plus additional knowledge of project management	May have post graduate qualification / deep expertise in a narrower range of specialisms.

	acquired through training and relevant experience. Evidence of ongoing personal and professional development.	
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 Island's challenges, the Council of Ministers' priorities, Government Plan and their Business Plan and how changes in these can affect the demand for data. Understanding of Outcomes Based Accountability / how to develop key performance measures for data services. Broad and in-depth 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 / different ways to model data to maximise its usefulness and value. • various analytical, statistical and data summary and/ or visualisation techniques.	Methods of coaching others.

	• 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. • 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 • able to specify system requirements / technical specifications that can be used for development. • able to provide specialist advice relating to user needs, generation of ideas, methods, tools and leading others in best practice.	
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.	

	• guide decision-makers by providing intelligence.	
	• support others learning and capability through training initiatives.	
	• 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, as well as those they may supervise.	
	• 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. • provide guidance and oversight others on how to deal with politically sensitive data / information releases.	
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. 7 years) • Project management experience • Experience of influencing and continuous improvements • Experience working effectively with a range of stakeholders including Senior Officers and Ministers, 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.