Head of / Principal   Analyst / Statistician

Department:	Various GoJ Departments / Statistics Jersey
Section:	Relevant section within Department
Reports to:	Director
JE Ref:	JSS1005
Grade:	CS 14 **JE Date**: 15.03.2024

Job purpose

The Head of or Principal Data Analyst / Statistician role is to provide leadership across multiple teams of professional analysts / statisticians to provide expert insight to various stakeholders with either a strategic Department, Government or Island-wide focus. Informing effective, evidence-based decisions and driving continuous improvements in performance, service quality, delivery, value for money, strategic priorities and outcomes for Islanders.

As a seasoned professional and role model in their field, they will act with a high degree of autonomy, where expected results are defined at Government Director level, and they are guided by principles, broad occupational policies as well as regulations. Acting as a specialist advisor to senior stakeholders and possessing a broader 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 lead, manage and coach their teams in the core competencies required for quantitative and/ or qualitative data professionals and contribute to Government-wide learning and development initiatives to improve data literacy across the organisation.

Job specific outcomes

Leads 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 their teams have the support / training to administer the most appropriate quality assurance methods. 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.

Oversees a range of complex analytical and statistical techniques of their teams. Leads the development of data products and their releases that may be complex and sensitive. Applies logic, creativity and emerging theory to practical situations. Understands and teaches a wide range of best practice solutions. Explores new methodologies and 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 various senior stakeholders and decision-makers, including Chief Officers, Ministers, States Members and to Scrutiny Panels. Provides guidance and oversight to their teams 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 teams, including legal / best practice frameworks.

Contributes to the strategic direction of the profession across the organisation by promoting a data-driven culture. Ensures the value of data is understood by senior leaders and that they are able to effectively leverage insights to identify opportunities and drive improvements. Promotes and enables the use of centralised systems or standard reporting parameters to provide a shared version of the truth across the organisation. Drives organisation-wide understanding / learning and development initiatives to improve data literacy across the organisation.

Promotes a culture of continuous improvement and innovation. Working across the organisation and contributing to development and implementation of innovative processes, technology, methods. Leads the evaluation of their teams' products and services through consultation and user engagement. Uses findings to mitigate risks and make improvements. Proactively horizon scans for evolving technologies, tools and analytical techniques that could help to deliver results more effectively or reduce risks for stakeholders. Implements innovative ways to deliver services.

Manages the demands, resources and priorities across multiple teams ensuring delivery on time, to budget and of a high quality. Liaises with stakeholders to manage conflicting priorities, demonstrating accountability for the outcomes of their teams. Ensures their teams understand how their work contributes to the strategic plan, how to work effectively and their accountabilities. Coaches individuals, including managers, to identify / address any performance issues or wellbeing concerns.

Maintains and forms alliances with recognised data and service area experts including authoritative decision makers within and outside the organisation. Influencing and negotiating outcomes to drive the data agenda forward. Creates an environment that fosters positive working relationships and conditions where members are empowered/ have a voice. Manages different perspectives and / or conflict openly and empathetically.

Acts as a role model communicator by being a visible and approachable leader. Uses a range of channels to cascade information. Converses with, writes strategic documents for, creates and delivers presentations to key stakeholders using data as an evidence-base. Expert ability to actively listen and read cues and assimilates information quickly to adapt their communication according to meet the needs of their audience. Leads on the delivery of expert data / information. (e.g., methods, analytical findings, statistical releases.

Represents the organisation, service and profession. Accountable for making progress in equality and diversity. Uses data to enable fairness, transparency, effectiveness of decisions. Models respectful behaviour of others' rights. Leads on diversity and inclusion both within their working practices and their teams. Develops organisation wide data methods that promote diversity and inclusion.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.
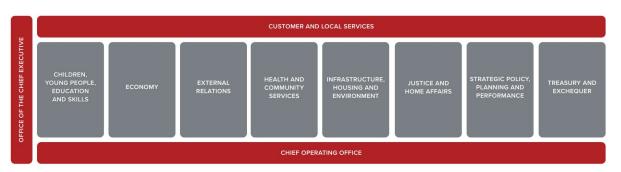
This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)

- Leads a quantitative and/ or qualitative data analytics / statistics service with a Departmental, Government or Island-wide focus.
- Acts as a specialist advisor to senior stakeholders, including Ministers

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*	In depth specialist knowledge of analysis / statistics and the use of information across the GoJ / the Island acquired	May have post graduate qualification / deep expertise in a narrower range of specialisms.

/ or specific occupational training required.	through degree level in a subject with a significant numerical component (e.g. Maths, Science, Social Science) or equivalent. Plus additional knowledge of staff (CMI Level 7 Management Training) and project management acquired through training and relevant experience. Chartered status from the relevant Institute (e.g. CStat) or equivalent. Evidence of ongoing personal and professional development.	Media training
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.	
	• relating to the service area(s) as well as the political context we operate in.	
	• 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.	
	• the importance of joined up data and measurements.	
	• continuous improvement methodologies (e.g. LEAN).	
	• 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 • 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 coaching, as well as training initiatives.	
	• manage self as well as the work of their teams (i.e. prioritising work effectively).	
	• identify ways to improve their own performance, as well as those they may supervise.	
	• maintain / form alliances with recognised data / service area experts including authoritative decision makers within and outside the organisation.	
	• influence and negotiate outcomes to drive the data agenda forward.	
	• expertly engage and communicate with key stakeholders (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. - lead on diversity and inclusion within working practices and their teams. - provide guidance and oversight to 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. 15 years) - Advanced people and 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, leading 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.