**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Research and data analyst**

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| **Post Ref** | 2.3.1.3 |
| **Reporting To** | Lead research and data analyst, Data and Analytics |
| **Pay Band** | HEO |
| **Line Management** | N/A |
| **Budget Management** | N/A |

**Section 1 - Role Description**

Job Purpose

To work within the Data and Analytics team for production of high-quality data analysis including official and national statistics, cutting edge quantitative research and user centred analytical tools.

**Key Accountabilities**

• Producing official and national statistics publications

• Contributing to the publication of reports, articles and data

• Working with others in the Data and Analytics team to develop new data initiatives such as interactive visualisations, automation, data science, big data and open data

• Contributing to the design and delivery of user-centred data applications

• Working with other directorates in the organisation to evaluate their data and analytics requirements

• Collaborating with the IM team in data collection and building effective systems for providing data access to internal staff.

• Helping to advise and support teams across Ofqual on appropriate methodologies when undertaking research and evidence-gathering activities

• Contributing to research and analysis in the field of assessment and qualifications

• Performing literature searches and producing reviews of the literature to support the delivery of research projects

• Critically reviewing reports produced by peers, academics and other agencies

• Providing statistical and analytical support across the Directorate, as required

• Keeping abreast of latest development in data and analytics, and disseminating them as required

• Responding to internal and external queries about data and research

• To perform any other reasonable duties as directed by line management

**Corporate responsibilities**

* Leading by example as a role model for Ofqual’s values and professional standards.
* Driving the delivery of business and corporate plans for your own areas of responsibility.
* Managing individuals or teams through line management and/or matrix management arrangements as required, ensuring under performance is managed and adequate resourcing is planned to meet objectives.
* Initiating continuous improvement in your own areas of responsibility.
* Taking a proactive approach to risk management, ensuring any risks and issues identified are addressed and reported and, where appropriate, escalated.
* Managing delegated resources (eg budgets, equipment and contracts) as appropriate, to ensure value for money.
* Being fully aware of and actively complying with Ofqual's policies and procedures relevant to your own responsibilities and to corporate policies and procedures including equality, sustainability and the environment, health and safety and data protection.
* Performing any other reasonable duties as directed by line management.

**This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.**

**Additional requirements of the role**

Any offer of appointment will be subject to a successful disclosure at basic level from the Disclosure and Barring Service (DBS). Ofqual is currently reviewing the security requirements for all roles in the organisation and therefore the post holder MAY be required to undergo National Security Vetting (NSV) to Security Check level at a later date.

**Section 2 - Person Specification**

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| **Technical Qualification/Knowledge** | **Essential/ Desirable** |
| A degree (preferably a higher degree) in a subject with a significant quantitative element. | Essential |
| The ability to use computational statistical software tools such as R, Python, SAS or other programming languages. | Essential |
| Knowledge of a range of qualitative and quantitative research methodologies. | Essential |
| Knowledge and understanding of assessment and/or England’s assessment, examinations and qualifications system. | Desirable |
| **Experience/Ability** | **Essential/ Desirable** |
| Experience of analysing large data sets using computational statistical software tools such as R, Python, SAS, SPSS (syntax). | Essential |
| Experience of preparing statistical/research publications. | Essential |
| Experience of performing quantitative and qualitative research using a range of methodologies. | Essential |
| Experience of analysing quantitative data from a range of sources. | Essential |
| Experience of reviewing and interpreting research literature. | Essential |
| Ability to analyse quantitative data and to apply inferential statistical approaches. | Essential |
| Ability to perform thorough literature searches and produce written reviews. | Essential |
| Excellent written and oral communication skills and the ability to communicate clearly and effectively to the audience. | Essential |
| Ability to think creatively to solve numerical problems. | Essential |
| Able to build effective working relationships with internal and external stakeholders to work collaboratively to achieve objectives. | Essential |
| Skills in analysing written and numeric evidence and drawing appropriate conclusions. | Essential |
| Experience of dealing with enquiries using a range of communication methods. | Desirable |
| Experience of critically reviewing and supporting improvements to written research papers/reports. | Desirable |

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| **Behaviours – GRADE HEO** |

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| **Working Together**  Encourage joined up teamwork within own team and across other groups. Establish professional relationships with a range of stakeholders. Collaborate with these to share information, resources, and support. Invest time to develop a common focus and genuine positive team spirit where colleagues feel valued and respect one another. Put in place support for the wellbeing of individuals within the team, including consideration of your own needs. Make it clear to all team members that bullying, harassment and discrimination are unacceptable. Actively seek and consider input of people from diverse backgrounds and perspectives. |
| **Delivering at Pace**  Show a positive approach to keeping the whole team’s efforts focused on the top priorities. Promote a culture of following the appropriate procedures to ensure results are achieved on time whilst still enabling innovation. Ensure the most appropriate resources are available for colleagues to use to do their job effectively. Regularly monitor your own and team’s work against milestones ensuring individual needs are considered when setting tasks. Act promptly to reassess workloads and priorities when there are conflicting demands to maintain performance. Allow individuals the space and authority to meet objectives, providing additional support where necessary, whilst keeping overall responsibility. |