

Job Description

Post: Senior Statistical Officer
Department: Research & Statistics
Grade: Higher Executive Officer
Reports to: Research & Statistics Manager

1 Scope

1.1 The postholder is responsible to the Research & Statistics Manager for the provision of a range of services in support of Research and Statistical activities.

2 Key corporate responsibilities

2.1 To contribute fully, at the appropriate level, to the operations of the relevant Business Unit in order to achieve the objectives of CCEA's Corporate and Operational Plans.

2.2 To contribute fully, at the appropriate level, within the relevant Business Unit to CCEA's:

- (i) accountability and performance management framework;
- (ii) risk management framework;
- (iii) quality management framework; and
- (iv) communications management framework.

The post holder will ensure the compliance of self and, where appropriate, others with these frameworks such that they support the achievement of CCEA's Corporate and Operational objectives.

2.3 To assist the relevant line management, Business Unit Manager, Director and Executive Team in supporting the functions and responsibilities of CCEA and all of its committees.

2.4 To ensure as appropriate to the level of the post that CCEA secures value for money from the resources available to it.

2.5 To ensure, as appropriate to the level of the post, that CCEA operates an effective and transparent system of decision-making which includes a robust challenge function at all levels.

2.6 To contribute fully, as consistent with the scope of this role, to the full range of the Business Unit's work in relation to business improvement models including ISO, liP and Customer Excellence, taking ownership, where applicable, for formal documentation, policies, practices, procedures, records, reports and

statistical information. The post holder will be required to identify measures and targets to develop meaningful approaches to benchmarking consistent with a culture of continuous improvement

- 2.7 To be responsible for maintaining CCEA records in accordance with the ISO Overview Procedure and to become familiar with records management practices and the implication of the Freedom of Information (Fol) and Data Protection (DP) Acts.
- 2.8 To contribute to the effective discharge of the Section 75 duties in line with CCEA's Equality Scheme.
- 2.9 To carry out any other duties, as appropriate to the level of the post, to support the achievement of CCEA's objectives as directed by line management, Business Unit Managers and Executive Team.

3 Key accountabilities

The post holder will:

- 3.1 be responsible for the preparation, evaluation, interpretation and presentation of quantitative data;
- 3.2 provide recommendations and advice on policy and strategy to Senior Management based on statistical research;
- 3.3 monitor both collection and issue of examination data by CCEA to ensure data received and sent is accurate and received/delivered to deadlines;
- 3.4 apply both mathematical and statistical modelling to complex data to analyse trends, make forecasts and provide future projections;
- 3.5 manage Research and Statistics Projects, develop and update Operational Plans, Procedures and Policies ensuring confidentiality and compliance with data legislation;
- 3.6 represent CCEA at inter-awarding body statistical meetings and contribute to statistical projects arising from these forums;
- 3.7 liaise with other teams in CCEA, and when necessary, external stakeholders, to ensure work is meeting expectations, professionally presented and delivered on time;
- 3.8 present data and findings clearly and concisely in written, visual and presentational form both within CCEA and to a wider educational audience;
- 3.9 be the main point of contact within Research and Statistics team for ad hoc statistical requests and be responsible for ensuring that these are completed accurately;
- 3.10 may be required to undertake any other duties as requested.

4 Key people management responsibilities

The post is a line management role. The post-holder will:

- 4.1 manage and develop all staff reporting to the post-holder within the structure within the team/business unit;
- 4.2 co-ordinate, monitor and quality check the work of colleagues who help to deliver on projects under the post-holder's remit;
- 4.3 have due regard at all times for the personal health and safety for oneself and others within the relevant section, team, Business Unit and organisation in general.

5 Key financial management responsibilities

- 5.1 The post holder will support and be accountable to the Research and Statistics Manager for the aspects of budgetary planning and control. The post holder will monitor and report on aspects of budgetary control in relation to the scope of this role.