

**CCEA Person Specification**

**Post: Senior Statistical Officer (HEO), Research & Statistics**

	<b>Essential</b>
<b>Education/ Training</b>	<ul style="list-style-type: none"> <li>• Relevant 3<sup>rd</sup> Level Qualification to include a significant statistics component</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Two years' experience of project management relating to quantitative statistical research and analysis.</li> </ul> <p>Experience of:</p> <ul style="list-style-type: none"> <li>• using software packages, such as SPSS in quantitative statistical projects;</li> <li>• using various statistical methodologies to support high level decision making;</li> <li>• analysing and interpreting data to produce coherent and professional reports;</li> <li>• planning, prioritising and managing multiple projects to meet tight deadlines;</li> <li>• using initiative to suggest and carry out data analysis to meet a business need;</li> <li>• introducing, developing and improving practices and procedures making optimum use of technology.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills.</li> </ul>

**CCEA reserves the right to enhance these criteria for the purposes of short listing. Any enhancements to the criteria will be applied equally to all candidates.**