Job Description

Post: **Data Scientist (Qualifications Technical Support)**

Department: **Education Directorate**

Grade: **Senior Administrative Officer**

Reports to: **Programme Manager (Standards and Technical)**

1 Scope

1.1 The Data Scientist will be responsible for carrying out a range of key activities required to enable CCEA to interpret and manage data to solve complex challenges relating to standards and operations in qualifications and assessments.

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 appropriate to the level of the post, to the full range of the Business Unit's work in relation to business improvement models including ISO, IiP 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 (FoI), General Data Protection Regulation (GDPR) 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   Evaluate, understand and explore new data science techniques to find solutions to new business challenges for qualifications (A level, GCSE and Vocational), and curriculum assessments;

3.2   Lead in the design, delivery and quality of data modelling and analysis to complex data challenges across the Education Directorate;

3.3   Research and develop statistical learning models for data analysis relating to qualifications and assessments;

3.4   Implement new statistical and/or other mathematical methodologies as needed for specific models or analysis;

3.5   Designing solutions to complex data challenges and applying deep learning techniques;

3.6   Provide prototype solutions, working alongside CCEA's ICT team to deliver;

3.7   Evaluate existing processes and data flows to develop proposals for improved operational efficiencies;

3.8   In partnership with Education Directorate teams working on projects, develop suitable terms of reference for data science and analytics to address CCEA awarding issues within affordable parameters;

3.9   Work across CCEA and outside bodies to enable pollination of ideas to help to establish CCEA as a leader in the field of standards, qualifications and assessment;

3.10   Present complex data to non-technical audiences using a variety of mediums, ensuring understanding;

3.11   Ensure skills and knowledge are kept up-to-date with the latest technology trends;

3.12   Undertake any other duties, as appropriate to the level of the post, to support the team objectives as directed by line management.

4   Key people management responsibilities

The post-holder will have line management responsibilities.

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 and monitor the output and work of others in relation to work within and outside the business unit;

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 Business Manager for 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.