



Role Profile

Statistician / Analyst

Reference No.	A4505	Type	Individual
Service	South East Improvement Collaborative		
Job Family	Para Professional	Grade	FC7

Purpose

The role of the Statistician / Analyst is to support the development and delivery of the Data & Analysis Workstream of the South East Improvement Collaborative (SEIC)

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Managing a number of projects to design and implement agreed statistical reports in formats that meet the operational needs of all schools and local authorities across the SEIC region.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

- Time management skills (Deliver Results – See How We Work Matters Framework) ✓
- Work planning skills ✓
- Demand prioritisation skills ✓
- Ability to work under pressure (Take ownership) ✓
- Ability to cope with uncertainty ✓
- Able to adapt approaches, as needed, to respond to changing demands ✓

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Undertaking the quantitative analysis of available data using appropriate statistical approaches / tools and available software systems, in order to develop new analytical insights and new forms of statistical reporting	Qualified to SCQF level 10, which includes an Honours Degree or Equivalent Qualified in a numerate or statistical discipline (e.g. statistics or economics) or in a discipline with a significant statistical component Experience of using relevant statistical tools, e.g. regression analysis, hypothesis testing IT skills with relevant software, e.g. Microsoft Excel, SPSS or similar (Embrace technology and information)	✓ ✓ ✓ ✓	
Developing and maintaining an understanding of available data sources from across the Scottish school system and their potential uses for analysis and reporting, including: Data from a number of similar sources, pupil, school, and local authority areas.	Experience of working with a wide variety of information sources Experience of working in a complex policy landscape Knowledge of the role of data and analysis in public policy decision making or the quality improvement of public services	✓ 	 ✓ ✓
Identifying, developing and maintaining a productive working relationship with the key data and knowledge management leads for school improvement in each SEIC local authority, in order to understand and manage the diverse user needs / expectations of school and local authority leaders across the SEIC Collaborative	Interpersonal skills (Working together) Customer care skills Experience of collaborative working	✓ ✓ 	 ✓
Developing and maintaining an understanding of the systems and processes underpinning school improvement in each local authority in the SEIC region, including:	Experience of working with a range of partners with different organisational structures and operational systems		✓

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<ul style="list-style-type: none"> The use of different IT and management information / data systems in each local authority <p>The varying roles and responsibilities of data specialists and education officers within each local authority</p>			
Providing advice and guidance to teachers, school and local authority leaders across SEIC regarding the appropriate and effective use of data, via FAQs, “how to”s, presentations, and training sessions.	<p>Communication skills</p> <p>Report writing skills</p>	✓	
Developing and delivering training for new reporting tools for teachers, school leaders and local authority officers.	Experience of developing and delivering training materials and presentations		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results