

JOB DESCRIPTION

Senior Manager of Statistics and Analytics

Post Ref	2.3.6
Reporting To	2.3 Associate Director Research and Analysis
Pay Band	G7
Line Management	2.3.6.1 and 2.3.6.2 Senior Analysts
Budget Management	

Job Purpose

To lead an operationally focused data analytics function to support operations across Ofqual, in addition to delivering technical research projects in the field of assessment and qualifications, providing advanced statistical support across the directorate and managing the production of Official Statistics reports.

Key Accountabilities:

- Designing, planning and delivering projects requiring technical analytic expertise that support delivery of Ofqual’s strategic objectives.
- Performing research in the field of assessment and qualifications.
- Supporting the Associate Director: Research and Analysis and/or Associate Director: Standards and Comparability in identifying key areas of relevant analysis/research.
- Proactively working with the Associate Director: Strategy and Risk to deliver analytic solutions to supporting the management of risk.
- Providing research input to and collaborating with members of the relevant technical advisory groups and committees.
- Managing the production and delivery of Official Statistics reports including being Head of Profession for Statistics as part of the Government Statistician Group and liaising with the UK Statistics Authority.
- Working collaboratively across the organisation to provide informed statistical and analytics advice.
- Providing expert specialist statistical advice to other researchers in the Strategy, Risk and Research Directorate, as required.

- Managing and providing informed input to fulfilling internal and external requests for data.
- Line managing the statistics and analytics team and taking overall responsibility for the individual development plans for its members in line with the expectations of Ofqual and the Government Statistician Group.
- To perform any other reasonable duties as directed by line management.

Corporate Accountabilities:

- Supporting your manager with the delivery of the business and corporate plans for your area working flexibly and collaboratively with colleagues, partners and stakeholders.
- Supporting your manager in driving continuous improvement within your own areas.
- Acting as a role model for Ofqual's values and professional standards.
- 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, and health and safety.

This job description is not intended to be an exhaustive list of duties. It will be reviewed and updated in conjunction with the postholder in the light of experience.

PERSON SPECIFICATION

Experience

Criteria	Essential (E) or Desirable (D)
Experience of performing a range of complex research projects with a significant quantitative element.	E
Experience of collecting, analysing and interpreting large scale data sets using a range of methodologies.	E
Extensive experience of performing complex statistical analyses in an analytics and/or research context.	E
Experience of designing studies using a range of methodologies including experimentation.	E
Experience of engaging and negotiating with internal/external stakeholders at all levels of seniority.	E
Extensive experience of producing detailed written statistical reports/papers.	E
Experience of delivering programmes of analysis/research to support decision making and setting of policy.	E
Experience of writing efficient and maintainable code/syntax to deliver repeatable and auditable analyses.	E
Experience of effective team leadership, management and development.	D
Experience of applying modern test theories/psychometric models.	D

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
The ability to apply a wide range of statistical techniques including multivariate and multi-level statistical analyses.	E
The ability to analyse and interpret complex statistical data and technical information.	E

Excellent written and oral communications skills, and the ability to communicate complex ideas and information to a range of audiences and stakeholders.	E
The ability to use computational statistical software tools such as SPSS (syntax), R, SAS programming language.	E
The ability to think creatively to solve complex technical research problems.	E
Effective at managing relationships and negotiating with colleagues and external collaborators at all levels of seniority.	E
The ability to deliver accurate analysis and demonstrating attention to detail when under significant time pressures.	E
Effective line management skills and the ability to identify and support the personal development plans of team members.	E
Excellent prioritisation and planning skills.	E
Ability to understand and interpret complex policy issues.	E
Understanding of data systems and their practical application.	E

Knowledge including qualifications

Criteria	Essential (E) or Desirable (D)
A degree (preferably a higher degree) in statistics/mathematics or a closely related field.	E
Extensive theoretical and practical knowledge of applying a wide range of statistical methods.	E
Knowledge of the UK's qualification and education system.	E
Knowledge and understanding of assessment (including principles such as reliability, validity and comparability).	E
Knowledge of government requirements for the collection and publication of data, management of information and classification systems.	D

You will be required to evidence the essential criteria in your application, and if successful, at interview. Additionally you may also be required to complete online tests, exercises, scenarios and/or psychometric testing.