

DATA & ANALYSIS

DATA ANALYST

EGIII OR EGIV

JOB DESCRIPTION

JOB SUMMARY:

The Data & Analysis Service's responsibility is to produce and publish the various official States of Guernsey statistics on social, economic, environmental and community topics.

The postholder can work flexible hours (36 per week) either from home or in the office.

RELATIONSHIPS:

The post holder will work in the Data and Analysis team and will report to the Head of Data and Analysis. They will liaise with civil servants, politicians, representatives of non-governmental organisations and the general public.

The post holder will contribute towards the development of policies and legislation, by conducting research and analysis to inform decision making at all levels.

MAIN DUTIES AND RESPONSIBILITIES:

- Managing the annual Economic Activity Return process and relationships with data providers (see <https://gov.gg/economicactivityreturn>). Checking and analysing the results and calculating Guernsey and Alderney Gross Domestic Product and other associated statistics. Compiling reports of results, including data visualisations and commentary.
- Compiling statistical reports and bulletins relating to population, employment, earnings and incomes using data that is collated and automatically processed by the Rolling Electronic Census system. Checking system inputs and outputs and liaising with data providers to continuously improve data quality if possible.
- Supporting the production and development of national statistics, including contributing to the development of new and/or enhanced methods for collecting, analysing, managing and presenting data.
- Deputising for the Head of Data & Analysis (in statutory roles of Electronic Census Supervisor as per <https://www.guernseylegalresources.gg/ordinances/guernsey-bailiwick/c/census/electronic-census-guernsey-ordinance-2013/> and Economic Statistics Supervisor as per <https://www.guernseylegalresources.gg/laws/guernsey->

[bailiwick/g/government-constitution-and-elections/economic-statistics-guernsey-and-alderney-law-2019/](https://www.guernseylegalresources.gg/laws/guernsey-bailiwick/d/data-protection/data-protection-bailiwick-of-guernsey-law-2017/)) when they are absent.

- Undertaking desk (computer and phone) based research on related social, environmental and economic matters as required.

KEY CRITERIA:

ESSENTIAL

1. Highly numerate and enthusiastic about data analysis, with an aptitude for processing information carefully and diligently.
2. Proven experience in understanding, handling, maintaining, improving and protecting large and complex data sets.
3. Proven ability to assimilate information quickly, accurately and make sound and (well informed, but) impartial judgements.
4. Excellent knowledge of the EU's General Data Protection Regulation and how it applies in Guernsey via the Data Protection Law (see <https://www.guernseylegalresources.gg/laws/guernsey-bailiwick/d/data-protection/data-protection-bailiwick-of-guernsey-law-2017/>)
5. Strong written and verbal communication skills in order to convey research, statistics and analysis plainly to a wide-ranging audience including Government officials, politicians, representatives of NGOs and members of the public.
6. Ability to organise own workload and maintain a high degree of accuracy and attention to detail whilst working to strict deadlines.
7. Proven IT skills with experience of the Microsoft Office package, and experience of using Excel at an advanced level.

DESIRABLE

8. Knowledge of Guernsey's financial services sector and the local economy and population demographics.
9. Understanding of the principles of research either from practical work experience or degree level qualification with high statistical, data analysis content.
10. Understanding of data warehousing principles and techniques and of automated data processing.
11. Working knowledge of analytical software packages such as SPSS, Eviews, Tableau and/or relevant querying languages.

KEY COMPETENCIES:

- Be alert to emerging issues and trends which might impact or benefit own and team's work.

- Find ways to improve systems and procedures. Regularly review procedures or systems with teams to identify improvements and simplify processes and decision making.
- Recognise patterns and trends in a wide range of evidence / data and draw important conclusions.
- Communicate in a clear, engaging manner and stand ground when needed.
- Establish relationships with a range of stakeholders to support delivery of business outcomes.
- Develop, implement, maintain and review systems and service standards to provide quality, efficiency and value for money.
- Take responsibility for delivering expected outcomes on time and to standard, giving credit to teams and individuals as appropriate.