

Example Position Profile for Statistician/Researcher Graduate/Experienced Professional Entry Level

Section 1: Position details

1.1 Job Family:	Statistical, Research and Economics
1.2 Position Title	Various – You will be allocated a position depending on your experience and assessment
1.3 Pay Grade	Graduate to Experienced Professional
1.4 Appointment Terms e.g. Permanent/Fixed Term	Permanent
1.5 Location	Newport or Titchfield

Section 2: Position Function

To provide support for the production/development of new and/or existing outputs, including research, statistical and technical analysis and liaison with stakeholders.

Section 3: Position Responsibilities

1. Plan and conduct statistical analysis and investigation in support of the work of the branch in line with plans and priorities, including investigating alternative methods when required.
2. Communicate findings (e.g. reports, presentations, project board papers) to stakeholders taking into account their interests and experience.
3. Staff management responsibilities may be applicable (e.g. Sandwich Student).
4. Understand the statistical methods and techniques used and conduct analysis and investigations when problems arise.
5. Apply appropriate project management techniques.
6. Establish and maintain effective links with stakeholders in order that their requirements are considered during the course of developments.
7. Maintain an understanding of other statistical work being carried out within the ONS and other government departments.
8. Support and deputise for line manager and contribute to work planning.

Section 4: ONS Generic Competencies

The ONS recruit against generic competencies as well as specialist skills required for a post, please see the competency areas and sub-competencies listed below:

<i>Competency areas</i>	<i>Sub-competency</i>			
Working with others	Collaborating	Team building and team working		
Communicating	Written communication	Verbal and presentation skills	Influencing/negotiating	Maintaining confidentiality
Strategic thinking	Leadership	Strategic thinking	Managing change	
Managing people and developing self and others	Developing others	Developing self	Managing performance	
Managing work	Planning	Finance and Resource Management	Project and Programme Management	
Delivering quality outcomes	Quality, efficiency and continuous improvement	Customer/supplier relationship management	Decision making, analysis and problem solving	

Section 5: ONS Specialist Competencies for careers within the Research, Statistical and Economist professions

<i>Competency area</i>	<i>Sub-competency</i>					
Collection of data to meet customer requirements	Knowledge about sources	Identifying data fit for purpose	Surveys and data collection	Managing data	Manipulating data	
Analysis and interpretation to meet customer requirements	Establishing information needs within an analytical context	Translating needs into tailored analytical solutions	Awareness of context	Analysing data (eg analysis of longitudinal time series, small areas, economic, geographic, demographic data)	Understanding economics eg uses micro and/or macroeconomic principles and econometric methods	Interpreting statistical and economic output
Dissemination	Disclosure control	Presenting statistics and economic analysis				

Section 6: Person Specification

Criteria	Essential (E) or Desirable (D)	Method of Assessment
6.1 Qualifications		
A minimum 2:2 degree in Statistics, Maths with Statistics, or another numerate degree discipline e.g. Geography, with a substantial statistical content (approximately 25%); or a social science degree, usually with a significant research methods, social policy or statistics component.	Essential (E)	Application Form
Relevant postgraduate qualification	Desirable (D)	Application Form
6.2 Relevant Skills and Experience		
Analysing data, drawing out main findings and presenting them in a report	Essential (E)	Assessment Centre
Experience of using statistical software packages e.g. SPSS, SAS	Essential (E)	Application Form
Basic statistical theory and its application	Essential (E)	Application Form/Assessment Centre
Knowledge of ONS Business Surveys and Key Outputs	Desirable (D)	Assessment Centre
Ability to negotiate with and influence others e.g. when discussing new ideas or changes to existing procedures	Desirable (D)	Assessment Centre
Ability to build good relationships with users and suppliers and consider their needs and concerns	Desirable (D)	Assessment Centre
Proven experience of good team working skills	Essential (E)	Assessment Centre
Good organisation skills e.g. managing projects to deadlines	Essential (E)	Assessment Centre