**Job Description: Quantitative Analyst**

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| **Job Title** | Quantitative Analyst |
| **Department** | Evidence |
| **Job Grade** | SEO |
| **Responsible to** | Head of Analysis |
| **Purpose of the job** | This job is critical to ensuring that the Children's Commissioner’s Office (CCO) can shed new light on issues for the wellbeing and welfare of children, and drive change to improve the lives of children – especially the most vulnerable. You will use your analytical skills and expertise to lead projects involving advanced data analysis and careful reporting of data, and will also support the use of high-quality statistical and quantitative analysis across the organisation.  |
| **Specific duties** | * To deliver rigorous quantitative analysis and modelling of administrative and survey datasets in order to provide policy-relevant insights.
* To lead specific analytical projects and be responsible for delivery on time and within budget.
* To work closely with wider colleagues, providing analytical support and resource as appropriate across the organisation.
* To work with the Head of Analysis and Director of Evidence where necessary to ensure data collection and management is undertaken in accordance with organisational policies and procedures.
* To support the Head of Analysis and Director of Evidence to embed a rigorous, credible and high-quality approach to research and analysis across the organisation.
* To work as part of a wider team to deliver the strategic and business plans of the organisation.
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| **Changes** | This is a description of the job as it is presently constituted. It is the CCO’s practice to review and update job descriptions from time to time.  |
| **Date** | September 2017 |

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|  | **Essential** | **Desirable** |
| **Knowledge** | * Degree in a quantitative discipline
* Strong knowledge of statistical/econometric techniques and models
* Knowledge of data visualisation and how to produce infographics
 | * Post graduate qualification in a quantitative discipline
* Knowledge of data on children collected by statutory bodies
* Knowledge of policy and practice issues in relation to children’s wellbeing (especially vulnerable children)
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| **Experience** | * Experience of conducting quantitative analysis and research within a professional environment
* Experience of requesting and managing large administrative datasets
* Experience of collating, interpreting and analysing data and producing policy-relevant outputs and reports
* Experience of managing and delivering projects, taking ownership for delivering to time, identifying and mitigating risks and developing contingencies where required
 | * Experience of conducting quantitative research with children and young people
* Experience of the development and use of quantitative data collection methods, including online surveys
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| **Skills** | * Skilled in running statistical/econometric models using a range of data sets of varied quality, and making appropriate inferences (e.g. on the significance of findings)
* Excellent attention to detail
* Excellent drafting skills
* Excellent interpersonal skills – able to relate to all colleagues and counterparts in a pleasant and confident manner
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| **Abilities** | * Ability to think rigorously about quantitative research and data collection and how they can be used to answer policy questions – even when the context is vague
* Able to use R, Stata, and MS Excel software effectively
* Able to apply techniques to quality assure quantitative analysis and data in order to identify areas of weakness
* Able to communicate (orally and in writing) with a wide range of specialist and non-specialist colleagues in a clear, concise and effective manner
 | * Able to work with children and young people including vulnerable children
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| **Essential personal qualities** | * Passionate about promoting and protecting children’s rights
* Flexible
* Calm and efficient under pressure
* Need to be able to travel within England as required
* Committed to the CCO’s principles in relation to equality and diversity and to operate with integrity at all times
* Understanding of and willingness to abide by the 7 standards of public office.
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