Job Description: Data Analyst

Job Title	Data Analyst
Department	Evidence
Job Grade	HEO [£32,181 - £35,387]
Responsible to	Head of Analysis
Purpose of the job	This role sits within the Evidence Team and is critical to ensuring that the Children's Commissioner's Office (CCO) can understand trends and issues in children's lives. The Data Analyst will be in charge of strengthening and updating the CCO's vulnerability database, ensuring that it continues to provide the best possible view of childhood vulnerability in England. They will also use their initiative, technical skills and passion for numbers to analyse complex survey or administrative data obtained by the CCO in order to shed light on issues facing children. Finally, they will help ensure that the Evidence Team can respond quickly to requests for data and analysis, providing the Commissioner with the facts and figures she needs to deliver effective policy and public affairs messages.
Specific duties	• To maintain and strengthen the CCO vulnerability database, by updating existing measures and adding new local and national measures and provide policy-relevant reports and insight from this analysis. • To analyse complex survey/administrative data as well as other data held by the Office in order to provide policy-relevant insights, outputs and reports on the lives, experiences and outcomes of vulnerable children. • To help ensure, as part of the Evidence Team, that the Commissioner has the statistics and analysis she needs to deliver effective policy and public affairs messages. • To work collaboratively with wider colleagues, providing analytical support as appropriate across the organisation in order to deliver the CCO's Business Plan priorities. This may involve work on new data requests, using the Commissioner's statutory powers, in order to shed new light on the lives, experiences and outcomes of vulnerable children. • To respond quickly to requests from colleagues across the CCO for analysis of new or existing data and statistics in relation to vulnerable children.
Changes	This is a description of the role as it is presently constituted. It is the CCO's practice to review and update role descriptions from time to time.
Date	January 2019

	Essential	Desirable
Knowledge	• Possess a university degree with a substantial quantitative/statistical component • Strong knowledge of applied statistics and data analysis • Strong knowledge of statistical and data management software	• Possess a Masters degree with a substantial quantitative/statistical component • Knowledge of data on children collected by statutory bodies • Knowledge of policy and practice issues in relation to vulnerable children • Knowledge of data visualisation approaches
Experience	• At least one year's relevant experience of carrying out quantitative data analysis within a professional environment • Experience of analysing large, complex individual-level datasets • Experience writing up technical analysis into policy-relevant outputs and reports for a non-technical audience • Experience of working at pace in a responsive way	• Experience of obtaining large, complex individual-level datasets • Experience of the development and use of quantitative data collection methods, including online surveys • Experience of delivering projects, maintaining project management documentation, taking ownership for delivering to time, identifying and mitigating risks and developing contingencies where required
Skills	• Excellent Microsoft Excel skills • Good R skills • Excellent drafting and communication skills • Excellent attention to detail	• Good Stata skills • Good SQL skills • Data science skills • Excellent interpersonal and stakeholder management skills
Abilities		

	• Ability to respond swiftly and responsively to provide data analysis to support the Commissioner's public affairs work • Able to work independently and collaboratively with a wide range of people • Able to communicate (orally and in writing) with a wide range of specialist and non-specialist colleagues in a clear, concise and effective manner	
Essential personal qualities	• Confident and proactive • Flexible and willing to 'muck in' as necessary to deliver a team goal • Willingness to travel within England as required for delivery of Business Plan priorities	