

Job Description: Head of Data Science and Analysis (Grade 7 / Grade 6)

Job title:	Head of Data Science and Analysis
Responsible to:	Director of Evidence
Grade / Salary:	Grade 7: £52,107-£60,113 per annum
<p><i>An appointment may be made at Grade 6 for the right candidate. Additional responsibilities would include: working directly with the Children's Commissioner and other senior staff to shape and represent the work of the evidence team; lead the Evidence Team including line management of the Head of Statistics and Data Collection; Senior Information Risk Owner [SIRO] for the CCO including day to day management of a Data Protection Officer service. Salary: £62,602-£72,681.</i></p>	
Purpose of the job:	<p>The Children's Commissioner for England is working to improve experiences and outcomes for children – especially those who are most vulnerable. Data and evidence play a critical role in this. We draw on administrative data, cohort studies, data requests, digital data, surveys of key agencies and the views of children and young people to ensure that their experiences, rights and interests of children and young people are heard and shape policy and practice.</p> <p>Reporting to the Director of Evidence, this post together with the Head of Data Collection and Statistics will be the management team for an archive and real time website and reporting that provides data and insight to the Children's Commissioner, Parliament, public and the media on trends in the wellbeing and welfare of children in terms of vulnerability, need and risk. These posts will use the Children's Commissioner's powers to request data and framework of measurement to address gaps in knowledge about the experiences, outcomes and views of important vulnerable groups.</p> <p>The Director of Evidence will continue to line manage a senior social research who leads work on insight from children.</p> <p>Both roles will be responsible for undertaking, overseeing and/or commissioning high quality analytical work, often at pace and responsive to the needs of policy and public affairs debates. They will present findings for a range of audiences including Parliament, the media, the public, senior civil servants, government analysts, ministers and 10 Downing Street.</p> <p>The Head of Data Science and Analysis will be responsible for conducting and commissioning high quality analytical work, often at pace, using the Commissioner's unique powers of data collection to best effect; and presenting findings for a range of audiences.</p> <p>You will oversee and quality assure the Commissioner's data science and analysis team.</p> <p>You will develop a strong grasp of all official collections pertaining to children's welfare and wellbeing, and lead work to ensure this is used to enhance public and official understanding of key trends and issues, and that gaps in data are addressed.</p> <p>You will support collaboration with leading charities, academics, think tanks and local and national government.</p>

<p>Specific duties:</p>	<ul style="list-style-type: none"> • Lead within OCC on data analysis, data linking and the use of data for reporting trends and issues, and on the management and commissioning of data analysis for these purposes, in particular analysis based on longitudinal and panel data, linked admin data and performance management data. • Work closely with policy and communications colleagues to ensure and quality assure a strong flow of high quality and relevant analysis to inform public affairs and policy debates. • Lead the data science and analysis team in the OCC, contributing to business planning. • Support delivery of analysis as project lead or supervisor of analysis projects. • Work closely with the Business Team to deliver high quality externally commissioned analysis. • Work with organisations at national and local levels to design and commission data linking, matching and analysis. • Provide leadership in the Office as part of the extended Senior Management Team. • Contribute to and lead projects including those using the Commissioner's powers of data request. • Ensure security and ethics of quantitative information assets.
<p>Changes</p>	<p>This is a description of the job as it is presently constituted. It is OCC's practice to periodically review job descriptions and to update them from time to time. This process will be conducted in consultation with you. It is the aim of OCC to reach agreement on any changes but if agreement cannot be reached, it reserves the right to insist on such changes, after consultation with you.</p>
<p>Date</p>	<p>June 2019</p>

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Possess at least Masters level degree in a quantitative social science. • Rich knowledge and understanding of research design, social science research methods, analysis of research data and processes involved in publication of outputs. • Knowledge of stata, R and other analytical software. • Knowledge of ethics and research processes involved in collecting, storing, matching and analysing data. 	<ul style="list-style-type: none"> • PhD or equivalent. • Knowledge of or experience working with particularly vulnerable young people. • Knowledge of child protection processes and procedures.
Experience	<ul style="list-style-type: none"> • Experience of delivering advanced quantitative analysis to inform policymakers • Experience of use of data and monitoring to support delivery of strategic priorities • Experience of conducting research involving complex information sources and multiple stakeholders • Experience of managing people and budgets • Experience of delivery of projects to time, quality and budget 	<ul style="list-style-type: none"> • Experience of designing approaches to collecting evidence from a range of sources. • Experience of either working directly with or engaging in research with young people.
Skills	<ul style="list-style-type: none"> • Adept at advanced quantitative analysis. • Preparation of presentations and papers for academic and non-academic audiences. • Good programming skills. • Excellent writing skills including writing for non-academic audiences. • Good organisation skills. • Good interpersonal skills, able to relate to colleagues, counterparts, etc., in a pleasant and confident manner. 	
Abilities	<ul style="list-style-type: none"> • Ability to work strategically to develop effective analysis • Ability to lead a team in a credible and inspirational way • Able to work and maintain good working relationships in a team. • Able to pay close attention to detail. • Able to plan & prioritise work to ensure deadlines are met. 	

	<ul style="list-style-type: none"> • Ability to translate research and analysis into public policy recommendations and understand the link between their work and children’s outcomes. 	
<p>Essential personal qualities</p>	<ul style="list-style-type: none"> • Flexible. • Calm and efficient under pressure. • Committed to the Children’s Commissioner’s principles in relation to equality and diversity and to operating with integrity at all times. • Excellent links within the academic sector. 	<p>Demonstrable commitment to promoting children’s rights and/or social justice</p>