

Job Description: Head of Data Collection (Maternity cover)

Department:	Research
Responsible to:	Deputy Director of Research
Grade:	Grade 7
Purpose of the job:	<p>Reporting to the Deputy Director of Research, this post will oversee the acquisition of data and the delivery of research projects under the Commissioner's priority pillars, to ensure that the Children's Commissioner has the best possible accurate data and evidence on issues affecting the wellbeing and welfare of children in England.</p> <p>The role will involve working directly with the Children's Commissioner, other senior staff and policy colleagues to shape and represent the work of the office. This includes identifying new opportunities to use the Commissioner's unique powers of data collection to shed new light on issues affecting children.</p> <p>You 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. You will be able to present findings to a range of audiences including Parliament, the media, the public, senior civil servants, government analysts, ministers, and 10 Downing Street.</p> <p>You will be expected to be an expert on administrative and other data sources 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 be expected to be familiar with the UK GDPR and the Data Protection Act as they pertain to data processing. You will be expected to write Data Sharing Agreements/Service Level Agreements/Memorandum's of Understanding and Data Protection Impact Assessments (DPIAs) and manage information assets in compliance with the office's Data Protection Policy.</p>

Specific duties:	<ul style="list-style-type: none"> • Lead on data acquisition, particularly through the acquisition of administrative data and development of new surveys, in ways that best meet the needs of the Children’s Commissioner and her office. This will include designing novel data collections, working with partners across local and national government. • Manage and maintain the CCo’s existing data governance processes reporting to the Senior Information Risk Officer (SIRO) and Data Protection Officer (DPO). This will include the maintenance of existing Service Level Agreements (SLAs) as well as establishing new ones, updating and drafting new Data Protection Impact Assessments (DPIAs) and ensuring the office’s compliance with UK GDPR and the Data Protection Act. • Jointly with the Deputy Director for Research, lead on the management and commissioning of data analysis for reporting on trends and issues affecting children, in particular analysis based on longitudinal survey data or complex administrative data. • Line management of members of the research team to develop them and manage their resourcing. • Work closely with policy and comms colleagues to ensure and quality assure a strong flow of high quality and relevant analysis to inform public policy, policy making, public affairs, and policy debates. • Support delivery of analysis, as project lead or supervisor of analytical projects. • Work closely with Corporate Services team to deliver high quality externally commissioned analysis. • Provide wider leadership in the office as part of senior management.
Safeguarding	<p>All staff have a responsibility to safeguard and promote the welfare of children and young people. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work in line with the safeguarding children and young people policy and associated guidance.</p>
Changes	<p>This is a description of the job as it is presently constituted. It is CCo’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 CCo to reach agreement on any changes but if agreement cannot be reached, it reserves the right to insist on such changes, after</p>

	consultation with you.
Date	January 2023

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Post-graduate qualification or equivalent experience in a quantitative discipline with a significant statistical/econometric/social research component. • Knowledge and understanding of research design, social science research methods, econometric or data science methods, and processes involved in publication of outputs. • Knowledge of data protection legislation, regulation, ethics and research processes involved in collecting, storing, matching and analysing data. 	<ul style="list-style-type: none"> • Knowledge of data on children collected by statutory bodies • Knowledge of policy and practice issues in relation to children's wellbeing (especially vulnerable children) • Knowledge of child protection processes and procedures
Experience	<ul style="list-style-type: none"> • Experience of delivering quantitative or qualitative analysis to inform policymakers. • Experience of developing and delivering research programmes including novel data collection (either administrative data or survey data). • Experience of managing people. • Experience of delivery of projects to time and of a high quality. 	<ul style="list-style-type: none"> • Experience of developing and delivering qualitative research programmes. • Experience of requesting and managing large administrative datasets. • Experience of using data and monitoring to support delivery of strategic priorities. • Experience of delivery of projects to budget.

Skills	<ul style="list-style-type: none"> • Preparation of presentations and papers for technical and non-technical audiences. • Drafting of Data Sharing Agreements/Service Level Agreements/Memorandum's of Understanding and Data Protection Impact Assessments. • Research programme development to address both policy and strategic priorities. • Excellent attention to detail. • Good writing and speaking skills for non-technical audiences in plain English. • Good organisation skills. • Good interpersonal skills; able to relate to a variety of colleagues. • Line management, mentoring and talent development, as well as ability to train wider colleagues 	
Abilities	<ul style="list-style-type: none"> • Ability to work strategically to develop effective analysis • Able to communicate (orally and in writing) with a wide range of audiences in a clear, concise and effective manner • Able to work and maintain good working relationships in a team. • Able to plan and prioritise work to ensure competing deadlines are met. • Able to focus on impact as well as rigour and quality. 	<ul style="list-style-type: none"> • Able to work with children and young people including vulnerable children • Ability to lead, challenge and inspire a team • Ability to translate research and analysis into public policy recommendations and understand the link between their work and children's outcomes. • Able to apply techniques to quality assure quantitative analysis and data in order to identify areas of weakness

**Personal
qualities**

- Flexible
- Motivated
- Solution-focused
- 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.
- Demonstrable commitment to promoting children's rights