



JOB PROFILE

Post Title:	Statistics Assistant
Directorate:	Central Support Service
Responsible to:	Chief Statistician
Responsible for:	None
Grade:	B

Job Purpose

To improve the lives of all within our community and help the island thrive by assisting with the collection, collation, analysis and dissemination of statistical data from administrative sources and surveys to enable evidence based decision making, monitoring and planning on St Helena.

Main Duties and Responsibilities

1. Assist with the collection and collation of statistical data from administrative sources and surveys, following quality control procedures to ensure accuracy.
2. Assist with preparing responses to requests for statistical data from local and international users, consistent with SHG policies and procedures.
3. Assist with implementing and updating statistical databases as required.
4. Collaborating with other SHG public service departments and agencies, and other bodies, to facilitate data collection and verify accuracy.
5. Assist in the production and publication of statistical outputs as required.
6. Responsible for a high level of accuracy and confidentiality at all times, appreciating the severity of the impact of errors on the quality of statistical outputs.
7. Undertake other relevant tasks as directed by the Statistical Officer or the Chief Statistician/Statistical Commissioner.

Special Conditions

There are no special conditions associated with this role.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework



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Competency	Level
Professional Development: N/A	na
Planning & Delivery of Work: Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.	ii
Analysis and use of Information: Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.	ii
Decision Making: Ability to act on own initiative and confident in making decisions within policy guidelines.	i
Working with Others: Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.	ii
Communication: Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs	iii
Influencing and Persuading: Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.	ii
Dealing with Change: Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.	ii
Continuous Improvement: Willing to learn and develop in job role	i
Managing Resources: N/A	na



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
GCSE English and Maths at Grade C (or Statistics or other numerate discipline) at Grade C or higher	E		
Qualification (or equivalent experience) demonstrating computer literacy (e.g. European Computer Driving License (ECDL) or equivalent)	E		
Knowledge & Experience:			
Previous experience in an office environment	E		
Skills and Abilities:			
Computer literate	E		
Pays attention to detail, and be focused on accuracy	E		
Good communication and customer service skills when dealing with members of the public and internal customers	E		
Demonstrates a high level of professional integrity when working with customers and data users, building trust.	E		
Understands the need for confidentiality, the Statistics Ordinance, and able to prevent the unintentional disclosure of individual data of any business, individual or other.	E		
Self-motivated	E		
Effective team player	E		
Applies objective judgement	E		
Responds well to change	E		
Other:			
Willingness to work flexibly – some evening work may be required.	E		
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		



PERSON SPECIFICATION

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Although there is no specific Cadre for statistical staff, specific competencies for professional statistical staff are based on the UK Government Statistician Group's Competency Framework, see for example Level 1: <https://gss.civilservice.gov.uk/wp-content/uploads/2016/11/Matrix-View-Level-1.pdf>.