

Department:	Policy, Economy & Corporate Services	Section:	Policy Department
Reports to:	Head of Policy		
Grade:	Falkland Islands Government Grade – D2	Job Code:	615SPO

Overall Purpose of the Role

To lead on data collection and analysis, and management of the FIG performance management system. To carry out social and economic research on behalf of senior Government officials and client Departments; this work covers a diverse range of topic areas including health and social care, education, public safety, emergency services, human resources and culture and recreation.

The post-holder will assist with the design and delivery of the national Census every five years, and the collection and dissemination of other national and sub-national level data and statistics as required, including the fulfilment of international reporting and data sharing obligations.

Key Role Activities

- You will work closely with the Directorates responsible for social policy, including health and social care, education, public safety, emergency services, human resources and culture and recreation, and you will provide advice and support on collecting and analysing social and population data. This includes recommending and conducting primary and secondary research as required, identifying best practices in other jurisdictions; analysing policy alternatives to recommend fit-for-Falklands solutions; and working with the responsible Directorates to develop benchmarks for national social development.
- You will manage a varied and substantial workload, which will include complex projects and the production of quality outcomes to deadlines. This includes assisting with the design and implementation of the national census every five years, and the preparation of census data analysis outputs.
- You will lead on the identification, development and implementation of data collection procedures and methodologies to improve validity and reliability of social and population statistics and data reported by the Falkland Islands Government, including the provision of advice and guidance to Directorates on methodologies for public consultation.
- You will use quantitative and qualitative research methods to collect, analyse, interpret and present evidence which is used to inform policy development on a wide range of topics. You will work closely with analytical and policy specialists within Policy, Economy & Corporate Services to provide guidance and advice as required, and to ensure high quality research, analysis and recommendations are provided to client departments and decision-makers.
- You will manage the Government's Performance Management system providing oversight and support to Policy, Economy & Corporate Services staff as required in relation to the collection, analysis and reporting of quarterly performance statistics. You will provide guidance and support to other government directorates to improve selection and monitoring of operational and strategic indicators.
- You will lead on the collection and provision of information to external organisations, including in response to UK Government and international obligations related to UN and other international organisations and conventions. You will identify areas where the Falkland Islands can feasibly and reasonably harmonise its approach to social and population statistics with other overseas countries and territories and/or to OECD and UN standards.

Key Role Activities

- You will identify and support best practices in the dissemination of data for various audiences both nationally and internationally. You will provide information to the public, upon request, related to the administration and implementation of certain Ordinances deemed to be within the Policy Department's responsibility.
- You will clearly and confidently communicate information and complex analysis, both verbally and in writing, to non-specialists, politicians, senior officials and external stakeholders; to highlight important data and policy implications.
- You will prepare and present data and information for varied audiences both within and outside government, and you will produce detailed reports, briefings, and consultation responses on behalf of the Falkland Islands Government.
- You will lead on the day-to-day administration of the Statistics Ordinance and compliance with privacy legislation, and you will identify improvements to ensure appropriate standards and safeguards.
- You will represent the FIG Policy Department on internal and external committees and working groups as appropriate.
- You will identify and suggest actions that could improve service delivery and/or enhance government efficiency, where appropriate.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

The post-holder will be a member of the Policy Department team, situated within the Directorate of Policy, Economy & Corporate Services.

The Policy Department in the Directorate of Policy, Economy & Corporate Services has a broad remit to provide economic and policy advice to Elected Members, the Corporate Management Team and FIG Departments.

The Policy Department is responsible for coordinating the Government's economic policies; improving the Government's capacity to address strategic, cross-cutting issues; enhancing the evidence base for economic policy making by undertaking economic and policy research; working closely with the FCDO and UK Falkland Islands Government Office to manage relationships with the UK and other external government stakeholders; providing the Government's Statistical Service; and the monitoring and review of Performance Management across all FIG departments.

The role requires a high level of autonomy, and requires strict adherence to confidentiality rules and protection of privacy within existing legislation.

Criminal Record Checks: (This post is regarded as a sensitive post)

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s). Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

Person Specification:	Data Analyst		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
Minimum of 3 to 5 years' relevant experience in a public sector or research organisation with social and/or population research and data analysis responsibility	✓		A/I
Prior experience of managing and delivering complex research projects to deadlines	✓		A/I/O
Significant experience in qualitative and quantitative research and evidence of highly developed analytical skills including proficiency with statistical analysis software or programming languages such as Python or R for data analysis, visualisation, and reporting.	✓		A/I
High level of research and analytical skills including the ability to effectively sift and analyse large amounts of complex information and use it to make robust recommendations	✓		I/O/R
Significant experience in data collection, analysis and management	✓		A/I/R
Experience in developing and delivering effective and innovative public consultation and collaboration tools and techniques	✓		A/I/R
Experience of formulating and maintaining constructive working relationships with elected officials senior civil servants and other key stakeholders	✓		A/I
Ability to effectively manage and prioritise a challenging and varied portfolio of work, meet tight deadlines and maintain a client-focused approach whilst maintaining attention to detail	✓		I/R
Strong interpersonal skills and the ability to advise and collaborate across all levels of government and with external stakeholders	✓		I/R/O
Ability to identify pragmatic solutions to complex problems	✓		I/O/R
Experience with data management, research ethics and privacy legislation best practices	✓		A/I/R

Person Specification:	Data Analyst		
Criteria	Essential	Desirable	Assessment Method
Excellent verbal and written communication; ability to express ideas and impart key messages clearly, concisely and effectively	✓		A/I/O/R
Knowledge, Skills & Experience: (Continued)			
Excellent organisation and project management skills and capacity to multi-task and prioritise workloads, including resolving conflicting priorities	✓		I/O
Demonstrated ability to work both in teams and independently, and to build effective working relationships	✓		A/R
Effective presentation skills and the ability to present complex information to a non-technical audience in both verbal and written formats	✓		I/O
Ability to present complex information in an accessible manner e.g. creating/using infographics or other tools	✓		A/I
Proficient in database, productivity and presentation software such as Microsoft Excel, PowerPoint, etc.	✓		I/O/R
Prior experience of delivering effective solution-oriented policy analysis and development		✓	A/I/O
Experience in the development and collection of corporate performance management indicators		✓	A/I/R
Familiarity with best practices on Open Government and Access to Information		✓	I/R
Experience with public sector performance management systems and processes e.g. Covalent Performance Management software (or equivalent)		✓	I/R
Demonstrable knowledge of social and economic issues affecting the Falkland Islands		✓	A/I/O
Personal Attributes:			
Highly motivated and able to work on own initiative	✓		I/R
A practical and strategic approach to work	✓		I/R

Person Specification:	Data Analyst		
Criteria	Essential	Desirable	Assessment Method
A high level of accuracy and attention to detail	✓		A/I
Acceptance of responsibility and accountability	✓		I/R
Personal Attributes: (Continued)			
High degree of discretion and judgement as position involves access to sensitive information	✓		I/R
Self-reliance and motivation	✓		I/R
Demonstrated commitment to high quality service delivery	✓		I/R
Strong political sensitivity and awareness	✓		I/R
Sound judgement when evaluating political and economic issues	✓		I/R
Adaptability to working in a small, remote community	✓		I
Qualifications & Training			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Degree (or equivalent) in a relevant subject such as, social or population science, social statistics/science or social/population research methods etc.	✓		A
Post-graduate qualification (or equivalent) in a relevant social and/or population science discipline, with substantial qualitative and quantitative research methods and statistical components		✓	A
NB Equivalent combinations of educational qualifications and experience will be considered.			
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

O - Other