

## Job Description

<b>Job title:</b>	<b>Research and Statistical Analyst – Census</b>	
<b>Grade:</b>	<b>Grade 6</b>	<b>Post number: 002513</b>
<b>Directorate:</b>	<b>Communities and Intelligence</b>	
<b>Unit:</b>	<b>Intelligence</b>	

### **Job purpose**

Lead on projects monitoring and developing Census and associated demographic outputs in London as we build up to the 2021 Census. Inform GLA officers and other partners about current issues affecting the Census by reports, bulletins, meetings and presentations. Maintain data holdings and provide expert advice on Census datasets to GLA and other stakeholders.

#### Principal accountabilities:

1. Participate in the development of 2021 Census and related statistics that represent the best interests of London. This will involve collaborating with external agencies including government departments and academia
2. Provide data and analytical support to census team. Respond to enquiries; supplying data and advice on specialist topics
3. Organise and coordinate the Population Statistics User Group and other meetings to engage with users and collate feedback
4. Keep abreast of new developments and innovations that may impact on the GLA's policies, strategies and data requirements, via liaison with a range of regional, national, professional and other bodies dealing with Census. Where appropriate represent the GLA at external meetings
5. Undertake analysis and interpretation with limited supervision, where appropriate leading projects dealing with emerging issues and new data relating to specialist topics; contribute to dissemination of results via presentations, reports, bulletins, meetings and seminars, etc to encourage soundly-based policy and strategy work
6. Maintain and develop Census and related datasets on the GLA datastore relevant to London to meet the requirements of the GLA and stakeholders. Promote new developments in this area
7. Contribute to other areas of work of Intelligence, such as input to demographic or labour market topics
8. Prepare responses on Census issues on behalf of the Greater London Authority as necessary
9. Manage resources allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards

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10. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.

**Key contacts:** Senior managers of the GLA and functional bodies; officers in government departments, London boroughs, health authorities, and London-wide bodies; external consultants and data providers; academics dealing with relevant data and analysis.

**Accountable to:** Senior Research & Statistical Analyst – Census

**Accountable for:** Resources allocated to the job.

## **Person specification**

### **Technical requirements/experience/qualifications**

1. A very high level of numeracy, evidenced by a good degree in mathematics, statistics, economics or an allied subject with a high statistical content, or equivalent
2. Skills in the analysis and interpretation of large complex data sets, and at least three years previous experience of such work in a relevant environment
3. Knowledge of the population Census and its development, and evidence of commitment to keep abreast of new developments
4. Evidence of success in preparing clear and concise written and oral presentations, reports, briefings etc on complex issues for a range of different audiences
5. Evidence of success in building and maintaining working relationships across professional and operational boundaries within and beyond an organisation
6. Evidence of use of the following types of software at appropriate levels:
  - SPSS or similar statistical software
  - a mapping package such as Arc GIS
  - spreadsheets – at advanced level also word processing and presentation software.

## **Behavioural competencies**

### **Research and Analysis**

... is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

#### Level 2 indicators of effective performance

- Proactively seeks new information sources to progress research agendas and address gaps in knowledge
- Grasps limitations of or assumptions behind data sources, disregarding those that lack quality
- Analyses and integrates qualitative and quantitative data to find new insights
- Translates research outcomes into concise, meaningful reports
- Identifies relevant and practical research questions for the future

### **Problem Solving**

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

#### Level 2 indicators of effective performance

- Processes and distils a variety of information to understand a problem fully
- Proposes options for solutions to presented problems
- Builds on the ideas of others to encourage creative problem solving
- Thinks laterally about own work, considering different ways to approach problems
- Seeks the opinions and experiences of others to understand different approaches to problem solving

### **Stakeholder Focus**

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

#### Level 2 indicators of effective performance

- Seeks to understand requirements, gathering extra information when needs are not clear
- Presents the GLA positively by interacting effectively with stakeholders
- Delivers a timely and accurate service
- Understands the differing needs of stakeholders and adapts own service accordingly
- Seeks and uses feedback from a variety of sources to improve the GLA's service to Londoners

### **Communicating and Influencing**

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

#### Level 2 indicators of effective performance

- Communicates openly and inclusively with internal and external stakeholders
- Clearly articulates the key points of an argument, both in verbal and written communication
- Persuades others, using evidence based knowledge, modifying approach to deliver message effectively
- Challenges the views of others in an open and constructive way
- Presents a credible and positive image both internally and externally

## **Decision Making**

... is forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results.

### Level 2 indicators of effective performance

- Takes decisions as necessary on the basis of the information available
- Makes decisions without unnecessarily referring to others
- Involves and consults internal and external stakeholders early in decisions that impact them
- Identifies potential barriers to decision making and initiates action to move a situation forward
- Demonstrates awareness of the GLA's decision making processes and how to use them

## **Working Patterns**

### **Reasonable adjustment**

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.