

Statistician

Salary: £60,348 - £62,766 per annum (Grade 13)

Contract type: Full-time (36.5 hours), Permanent

We are excited to be inviting applications for a Statistician to join our Research team.

The role

The post holder will be responsible for statistical evidence for the alignment of standards and will provide support to the Head of Research and Statistical Analysis on all matters relating to research and statistical work undertaken by the team. They will positively contribute to the work of the team by advising on research and statistical/technical issues, and using appropriate data handling systems to deliver timely information including relevant statistical analyses to support qualification and assessment design, commercial decision-making and resource planning.

About you

To be successful in this role, candidates will have excellent knowledge of statistical techniques. They'll have strong communication skills, including oral and written presentation. They will be confident in their ability to interpret and communicate statistical matters to a range of audiences. Excellent IT and analytical skills, along with demonstrable experience in conducting statistical analyses using a variety of software is essential.

The benefits

At WJEC, we pride in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays) adjusted for part-time/compressed working patterns, free Welsh lessons, a generous pension scheme and numerous family friendly policies. A career with WJEC can be extremely rewarding and you will be encouraged throughout with great opportunities to develop your professional and personal skills.

WJEC operates a hybrid working model, enabling the successful candidate to split their time between WJEC offices and working at home, subject to business need. As such, applications are invited from individuals across the UK but please note that regular working from our Cardiff will be required. Welsh language skills are not essential but the willingness to learn is always valued.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact Fliss (she/her) in our HR team (HR@wjec.co.uk), who will be more than happy to help.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 23:59, Monday 03 November 2025

Interviews are anticipated to be held in person, on Monday 17 November 2025

JOB DESCRIPTION

Job Title:	Statistician
Department:	Directorate of Qualifications and Assessment Delivery
Section:	Research
Responsible to:	Head of Research and Statistical Analysis
Grade:	13
Location:	Hybrid – Western Avenue, Cardiff
Main purpose of Job:	

The post holder provides support to the Head of Research & Statistical Analysis on all matters relating to research and statistical work undertaken by the team. They will contribute to the on-going work of the Standards and Research team, including involvement in the annual awarding cycle, collaborating in collective activity with other awarding organisations, advising on research and statistical/technical issues and using appropriate data handling systems to deliver timely information including relevant statistical analyses to support qualification and assessment design, commercial decision-making and resource planning.

Principal Duties and Responsibilities:

- To contribute to the research and development team, as determined in liaison with the Head of Research & Statistical Analysis.
- To work with the Head of Research & Statistical Analysis and the Head of Regulatory Reporting & Statistics to monitor and support the awarding process to ensure that procedures for processing and awarding WJEC examinations are of high quality.
- To produce and interpret statistical evidence to inform the awarding process.
- To provide support and guidance to a range of internal staff and appointees during the examining and awarding process.
- To provide advice and guidance for a range of internal staff on technical matters concerning all aspects of exams and assessment work.
- To support colleagues through the production of research papers and presentations, agreed as part of the research programme.
- To provide research guidance and technical advice to WJEC staff involved in exams and assessment work.
- To produce a range of reports for different internal and external purposes.
- To provide statistical analyses of awarding outcomes for a variety of internal and external purposes, including to support qualification and assessment design, commercial decision-making and resource planning.
- To represent WJEC at relevant inter-awarding organisation committees and in meetings with regulators.

Other

- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties, as required, which are commensurate with the grade of the post.

Person Specification	
Job Title:	Statistician
Department:	Directorate of Assessment Delivery
Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.	

Skills and Abilities

Essential

- IT skills; experienced at performing statistical analysis using R, Stata, SAS, SPSS, Python or similar statistical software.

Highly desirable

- Communication skills: including oral and written presentation and the interpreting of statistical matters for lay audiences.
- The ability to undertake a variety of research projects for a range of audiences - internal, inter-awarding-body, regulators and government.
- The ability to contribute to the preparation of project bids for research and consultancy activities.
- Strong attention to detail and data accuracy, able to apply validation rules and quality control processes to ensure the accuracy and consistency of data, and confidently identify and resolve data issues.
- Familiarity with MS office suite.
- The ability to work with other professional officers to inform assessment design.
- The ability to support subject officers in awarding procedures and to offer advice as necessary to WJEC Committees and development groups.
- Project management skills.
- The ability to set realistic deadlines and meet them.
- Team-working skills, in particular the ability to work within agreed principles for coding and data management and contribute to their development.
- The ability to work effectively with other professionals in general: subject officers, examiners and partner organisations.
- Understanding of market research and analysis techniques, using primary and secondary data to identify commercial opportunities.

Desirable

- Familiarity with SQL programming language.

Knowledge

Highly desirable

- Knowledge of statistical techniques

Desirable

- Welsh speaker

Experience

Highly desirable

- A thorough background and experience in statistics and education research with an appropriate professional qualification.
- Experience of leading and managing staff; delegating work, monitoring performance and providing pastoral care for a team.

Desirable

- Experience of research and application of quantitative methods in other contexts

Training / Qualifications

Highly desirable

- Honours degree or equivalent, with substantive quantitative methods content.

Desirable

- Postgraduate qualification which included substantive use of quantitative methods.
- Chartered Statistician status or similar.

Telerau ac Amodau Gwasanaeth / Terms and Conditions of Service

Teitl y Swydd / <i>Job Title:</i>	Ystadegydd / <i>Statistician</i>		
Cyflog / <i>Salary:</i>	£60,348 - £62,766 y flwyddyn (pro-rata lle y bo'n gymwys / <i>£60,348 - £62,766 per annum (pro-rata where relevant)</i>	Gradd / <i>Grade:</i>	13
Gwyliau Blynnyddol / <i>Annual Leave:</i>	25 diwrnod (182.5 awr) y flwyddyn. Mae CBAC hefyd yn darparu 16 diwrnod (116.8 awr) i gyfrif am Wyliau Cyhoeddus a chyfnodau Cau CBAC (gwyliau ychwanegol). Mae'r lwfansau hyn yn cael eu haddasu ar gyfer staff sy'n gweithio'n rhan-amser neu batrymau gweithio cywasgedig. <i>25 days (182.5 hours) per annum. WJEC also provides 16 days (116.8 hours) to account for Bank Holidays and WJEC Closure periods (Additional leave). These allowances are adjusted for staff who work part-time or compressed working patterns.</i>		
Pensiwn / <i>Pension:</i>	Mae gofynion y Cynllun Pensiwn Llywodraeth Leol yn berthnasol. <i>The provision of the Local Government Pension Scheme (LGPS) applies.</i>		
Math o Gytundeb / Contract Type:			
Oriau Gwaith / Working Hours:		Hyd y Contract / Length of Contract:	
☒ Llawm-amser / Full-time		☒ Parhaol / Permanent	
☐ Rhan-amser / Part-time Nifer yr oriau yr wythnos / <i>No. of hrs per week:</i> 36.5		☐ Tymor penodol / Fixed-term Dyddiad gorffen arfaethedig / <i>Planned end date:</i> Rheswm dros y cyfnod penodol / <i>Reason for fixed-term:</i>	
Arall / Other:			
Cyfnodau prysur llwyth gwaith / <i>Workload Peaks:</i>		Gorffennaf-Awst yn flynyddol / <i>July-August annually</i>	
Dull Ymgeisio / Method of Application:			
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at AD@cbac.co.uk erbyn 23:59, dydd Llun 03 Tachwedd 2025. Rhagwelir cynnal cyfweiliadau wyneb yn wyneb, ar dydd Llun 17 Tachwedd 2025. Completed forms should be sent by email to HR@wjec.co.uk by 23:59, Monday 03 November 2025. Interviews are anticipated to be held in person, on Monday 17 November 2025.			