

## Research Officer (Data Analyst)

**Salary: £28,641 - £31,068 per annum (Grade 5)**

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

We are pleased to welcome applications for the role of Research Officer (Data Analyst); an exciting opportunity to develop data analysis skills and gain in-depth insight into awarding and regulatory datasets.

### **The Challenge:**

At WJEC, we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic opportunity to be part of an organisation that both encourages and enhances the minds of tomorrow.

### **The Role:**

As a Research Officer, you will work with a range of quantitative and sometimes qualitative data; collating and validating information, identifying trends/patterns and producing graphics and statistics for a range of customers, including regulators, subject officers and technical/standards teams across other awarding organisations.

### **The Person:**

This role would suit an engaged and numerically astute personality, who has a great eye for detail. They'll enjoy problem solving and be comfortable using their initiative to find solutions to common issues, knowing when to escalate for something more novel. We use statistical software daily, so applicants should have an interest in learning coding or some experience using systems like Stata, Python or R.

### **Our 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 offices will be required and whilst flexibility can be discussed, this team currently requires average office attendance of once per week.

If you would like to know more about the position or about working for WJEC, please contact [HR@wjec.co.uk](mailto:HR@wjec.co.uk) who would be more than happy to speak to you.

**Closing date: 23:59, Monday 04 May 2026**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Research Officer (Data Analyst)</b>
<b>Department:</b>	Assessment Delivery
<b>Section:</b>	Research
<b>Responsible to:</b>	Research Manager
<b>Grade:</b>	5
<b>Location:</b>	Western Avenue
<b>Main purpose of Job:</b>	

Research Officers will, under the direction of senior Research & Standards staff, assist in all duties relating to the awarding cycle and regulatory reporting. This includes, but is not restricted to:

- Undertaking data analysis for use in awarding meetings
- The production of statistical tables and reports and analyses required by regulatory bodies or for internal analyses.
- Responding to enquiries from WJEC staff, customers and other stakeholders, including preparing appropriate statistical information.
- Supporting the Research senior officers and subject officers in the assembly and checking of data at the close of award meetings.
- Contribution to other aspects of the work of the department when required, including some archiving and administrative duties where appropriate.

As an integral part of the Research & Standards team, the post-holder will also proactively support research activities across the organisation: coordinating research, collating and analysing data, to deliver the results to the requirements of our stakeholders, which include regulators, subject officers and technical/standards teams across awarding organisations.

**Principal Duties and Responsibilities:**

**Preparation of statistical material for awarding and regulatory purposes**

- To assist in the production and checking of statistical output used in qualification awarding meetings, including entry profiles and live award modelling tool spreadsheets.
- To assist in the provision and uploading of routine statistical reports requested by WJEC management and regulators (such as EPG reports), in line with set deadlines.
- To produce, check and format statistical information from various sources, including the extraction and compilation of data for post-award analysis.

**Preparation of awarding outcome statistics**

- To assist in the extraction of data and production of results tables for examinations, including provisional and final results tables for WJEC's website.
- To check analyses of awarding outcomes, for reporting to regulators during the examination awarding period.

**Research**

- Under the direction of Research & Standards managers, design and undertake research and statistical analysis projects to inform a range of internal and external audiences – including data collection and analysis and report-writing.

#### **Internal and external enquiries**

- To respond to enquiries, both internal and external, via email/telephone.
- To undertake data analysis using statistical software packages and/or Excel in response to these enquiries and produce tables and/or reports for the enquirer.
- To ensure all enquiries received are documented in the Enquiries Database appropriately.

#### **Data management**

- To assemble, maintain and update current/historical Excel databases for awarding and research purposes.

#### **Other duties**

- 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

<b>Job Title:</b>	Research Officer (Data Analyst)
<b>Department:</b>	Research

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

- Proficient IT skills; confident using Microsoft Office Suite (e.g. Excel, Word, Teams) and able to learn new/bespoke software.

### Highly desirable

- A high level of numeracy, including statistical competency and the ability to interpret and comment on numerical information.
- Research and report writing skills for internal/external requirements.
- Able to carry out work accurately and pay attention to detail.
- Good communication skills, both oral and written, with an ability to handle enquiries tactfully and efficiently.
- Ability to organise, prioritise and complete a varied workload with minimal supervision and an ability to work calmly and carefully under pressure.
- Ability to use initiative; in particular a flexible approach to problem solving is required.

### Desirable

- Ability to work through the medium of Welsh.

## Knowledge

### Highly desirable

- A working knowledge of statistical software, and a willingness and capability to develop such knowledge.
- Knowledge of quantitative research methods, and their applications.

### Desirable

- A sound knowledge of the examinations awarding process and of the responsibilities of the different sections and units working within the examinations cycle.
- Knowledge of the stages of a research project.

## Experience

### Highly desirable

- Experience of preparing and processing data and producing the results in an appropriate format.
- Experience of quality assuring data.

### Desirable

- Experience of report writing.
- Experience of designing conducting research projects.

## Training / Qualifications

### Desirable

- Qualification(s) demonstrating a high level of numeracy or statistical competency.
- Qualifications demonstrating research skills.

## Telerau ac Amodau Gwasanaeth / Terms and Conditions of Service

<b>Teitl y Swydd /</b> <i>Job Title:</i>	<b>Swyddog Ymchwil (Dadansoddydd Data) /</b> <i>Research Officer (Data Analyst)</i>		
<b>Cyflog /</b> <i>Salary:</i>	<b>£28,641 - £31,068 y flwyddyn (pro-rata lle y bo'n gymwys /</b> <i>£28,641 - £31,068 per annum (pro-rata where relevant)</i>	<b>Gradd /</b> <i>Grade:</i>	5
<b>Gwyliau Blynnyddol /</b> <i>Annual Leave:</i>	<b>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.</b> <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>		
<b>Pensiwn /</b> <i>Pension:</i>	<b>Mae gofynion y Cynllun Pensiwn Llywodraeth Leol yn berthnasol.</b> <i>The provision of the Local Government Pension Scheme (LGPS) applies.</i>		
<b>Math o Gytundeb / Contract Type:</b>			
<b>Oriau Gwaith / Working Hours:</b>	<b>Hyd y Contract / Length of Contract:</b>		
<input checked="" type="checkbox"/> <b>Llawm-amser / Full-time</b>	<input checked="" type="checkbox"/> <b>Parhaol / Permanent</b>		
<input type="checkbox"/> <b>Rhan-amser / Part-time</b>	<input type="checkbox"/> <b>Tymor penodol / Fixed-term</b>		
<b>Nifer yr oriau yr wythnos /</b> <i>No. of hrs per week:</i> 36.5	<b>Dyddiad gorffen arfaethedig /</b> <i>Planned end date:</i>		
	<b>Rheswm dros y cyfnod penodol /</b> <i>Reason for fixed-term:</i>		
<b>Arall / Other:</b>			
<b>Cyfnodau prysur llwyth gwaith /</b> <i>Workload Peaks:</i>	<b>Gorffennaf-Awst yn flynyddol /</b> <i>July-August annually</i>		
<b>Dull Ymgeisio / Method of Application:</b>			
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at <a href="mailto:AD@cbac.co.uk">AD@cbac.co.uk</a> erbyn <b>23:59, dydd Llun 04 Mai 2026</b> .			
Completed forms should be sent by email to <a href="mailto:HR@wjec.co.uk">HR@wjec.co.uk</a> by <b>23:59, Monday, 04 May 2026</b> .			