

Research Manager: Data Analytics

Salary: £39,852 - £41,778 per annum (Grade 8)

Contract: Full-time (36.5 hours per week), Fixed-term to 31 March 2028

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 chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role:

Research Managers help to drive our business strategy and outcomes. Using a range of analytical research techniques, they provide decision-makers with the insight and qualification-related information needed to shape WJEC's future direction. They identify opportunities to integrate data sources and develop meaningful tools that promote a culture of evidence-based decision-making.

Throughout the examinations cycle, they deliver tailored, ad-hoc analytical solutions to issues concerning examination standards, assessment validity, and marking quality. Their work supports awarding committees and contributes to shared responsibility for determining grade boundaries.

The person:

Alongside having great data acumen and ability to use specialist statistical software such as Stata, R, Python or SPSS. The ideal candidate will be an effective communicator who can explain complex statistical concepts clearly to a wide range of audiences. They will work confidently and collaboratively within teams, supporting colleagues, committees and working groups with informed advice and training with the interpersonal confidence to guide others and contribute positively to a culture of evidence-based decision-making.

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 attend the office, on average, 4 days a month. Welsh language skills are not essential but the willingness to learn is always valued.

To find out more about the role, or about working for us, please do not hesitate to contact Fliss Spacie (she/her) (HR@wjec.co.uk) who would be more than happy to answer your questions.

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

Closing date: 12:00, Thursday 05 February 2026

Interviews are expected to take place in the week commencing 16 February 2026

JOB DESCRIPTION

Job Title:	Research Manager: Data Analytics
Department:	Qualifications & Assessment
Section:	Standards & Research
Responsible to:	Statistician
Grade:	8
Location:	Western Avenue
Main Purpose of Job:	

Under direction of the Head of Research & Statistical Analysis, the role will contribute to the organisation's advanced quantitative and statistical analysis work. They ensure that decision-makers have access to the insight and information needed to shape WJEC's future direction. This includes identifying ways to integrate data sources and create meaningful tools to engender a culture of evidence-based decision-making across all aspects of the organisation's work.

They also have a central role in the examinations cycle, providing ad-hoc and tailored analytical solutions to issues relating to examination standards, assessment validity and marking quality. The post-holder also advises staff and awarding committees and will be part of the senior team responsible for signing off grade boundaries set at award.

They will work with others to deliver the team's research plan, contributing to and leading research projects.

Principal Duties and Responsibilities:

Coordination and management

- To coordinate the production of all specialist statistical awarding materials, including (but not limited to) statistical reviews, assessment functioning analysis and tier equating outputs.
- To coordinate the production of all ad-hoc statistical and quantitative analyses as requested by internal and external stakeholders, as appropriate.

Award processing

- Agree and sign-off awarding outcomes, with subject officers and Chairs of Examiners.

Monitoring and quality assurance

- To identify and (working with colleagues) implement improvements to WJEC's quality of data, and data-handling systems.

Systems development and advice

- To provide advice and guidance for subject officers on technical matters concerning all aspects of their work, including through the examining and awarding process, assessment design and functioning, and marker probity/reliability.
- To develop tools which integrate data sources to provide insight for decision-making, for use by senior management, Research & Standards department staff and other internal and external stakeholders as appropriate.

- In conjunction with other senior Research & Standards staff, to engage in discussions aimed at improving the design and function of systems used for mark processing and awarding.

Development of research

Under the direction of the Head of Research & Statistical Analysis:

- to initiate, undertake, sign-off and publish planned and ad-hoc research projects, in line with the department's research plan;
- to undertake quantitative research and analysis to support and inform research projects run in other sections of the department, such as on assessment quality;
- to inform and lead where necessary projects relating to market research and commercial analyses;
- to contribute to the identification of potential collaboration and external work, and to support the implementation of such work.

Internal and external enquiries

- To respond to enquiries, both internal and external.
- 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 appropriately, including updating the Enquiries Library, Database and code sets as appropriate.

Role in the annual review cycle

- To review and respond to matters arising from the regulators' monitoring activities.

Line management

- To manage a small sub-team of Research Officers & Senior Research Officers, providing relevant training and support, in matters relating to: data analytics and specialist statistical awarding materials.

Other duties

- To deputise for the Head of Research & Statistical Analysis and/or Assistant Head of Research & Statistical Analysis, where required and as appropriate.
- 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:	Research Manager: Data Analytics
Department:	Standards & 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	
Highly desirable <ul style="list-style-type: none"> • Communication skills, including oral and written presentation and the interpreting of statistical/technical matters for lay audiences. • The ability to undertake and manage a variety of research projects for a range of audiences. • Able to apply a high level of accuracy and attention to detail to their work. • Flexible approach to work and an ability to independently manage conflicting deadlines and respond to changing demands effectively. • Innovative problem-solving skills, seeking creative but workable solutions to complex problems. • Project management skills 	
Desirable <ul style="list-style-type: none"> • Welsh language skills 	
Knowledge	
Highly desirable <ul style="list-style-type: none"> • Good understanding of the UK examinations awarding process. • Knowledge of statistical techniques, statistical software and programming languages (Stata, R, SPSS, SAS or similar). 	
Desirable <ul style="list-style-type: none"> • Knowledge of the principles of questionnaire design. 	
Experience	
Highly desirable <ul style="list-style-type: none"> • A thorough background and experience in statistics and quantitative analysis. • Experience of developing tools using programming code which could improve decision-making process. • Management experience, i.e. task management of staff, or line management. • Previous experience leading a project, either within an academic or professional environment. 	
Desirable <ul style="list-style-type: none"> • Experience of report writing. • Experience of research and application of quantitative methods in other contexts. • Experience of training others in statistical and/or quality assurance and/or coding matters. 	
Training / Qualifications	
Desirable <ul style="list-style-type: none"> • Degree level qualification or equivalent professional experience, involving substantive use of quantitative methods. • A qualification demonstrating research skills. 	
Other Requirements	
Highly Desirable <ul style="list-style-type: none"> • The ability to work occasional evening/weekend work through July-August 	

Telerau ac Amodau Gwasanaeth / Terms and Conditions of Service			
Teitl y Swydd / Job Title:		Rheolwr Ymchwil: Dadansoddi Data / Research Manager: Data Analytics	
Cyflog / Salary:	£39,852 - £41,778 y flwyddyn (pro-rata lle y bo'n gymwys / £39,852 - £41,778 per annum (pro-rata where relevant))	Gradd / Grade:	8
Gwyliau Blynnyddol / Annual Leave:	<p>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.</p> <p>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.</p>		
Pensiwn / Pension:	Mae gofynion y Cynllun Pensiwn Llywodraeth Leol yn berthnasol. The provision of the Local Government Pension Scheme (LGPS) applies.		
Math o Gytundeb / Contract Type:			
Oriau Gwaith / Working Hours:		Hyd y Contract / Length of Contract:	
<input checked="" type="checkbox"/> Llawn-amser / Full-time (x2)		<input type="checkbox"/> Parhaol / Permanent	
<input type="checkbox"/> Rhan-amser / Part-time Nifer yr oriau yr wythnos / No. of hrs per week: 36.5		<input checked="" type="checkbox"/> Tymor penodol / Fixed-term Dyddiad gorffen arfaethedig / Planned end date: 31 Mawrth 2028 / 31 March 2028 Rheswm dros y cyfnod penodol / Reason for fixed-term:	
Arall / Other:			
Cyfnodau prysur llwyth gwaith / Workload Peaks:		Gorffennaf-Awst yn flynyddol / July-August annually	
Dull Ymgeisio / Method of Application:			
<p>Dylid anfon ffurflenni wedi'u llenwi ar e-bost at AD@cbac.co.uk erbyn 12:00, dydd Iau 05 Chwefror 2026. Disgwylir cynnal cyfweiliadau yn ystod yr wythnos yn dechrau 16 Chwefror 2026.</p> <p>Completed forms should be sent by email to HR@wjec.co.uk by 12:00, Thursday 05 February 2026. Interviews are expected to take place in week commencing 16 February 2026.</p>			