**Research Officer (Data Analyst)**

**Salary: £23,463 - £25,488 per annum**

WJEC are welcoming applications for an analytical and data-confident research officer to join our friendly team.

As a Research Officer, you will work with a lot 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.

Alongside Excel, we use statistical software such as Stata (full training will be provided), so the role would particularly suit someone who has an interest in coding or experience using similar systems in an academic or professional environment.

The role is available on a fixed-term basis to provide cover for a secondment and is available until 30 September 2022.

WJEC are a welcoming and supportive organisation, who are proud to offer a range of generous employee benefits including up to 33 days annual leave a year, training and development opportunities and a good pension scheme. Whilst there will be occasions when you are required to work on site in our Cardiff office, we would be happy to consider requests for flexible and/or homeworking from the successful applicant.

If you enjoy working with data, are pro-active and have a good eye for detail then we would love to hear from you.

To find out more about the role, or about working for us, please do not hesitate to contact Rachael Sueref ([Rachel.Sueref@wjec.co.uk](mailto:Rachel.Sueref@wjec.co.uk)) who would be more than happy to answer your questions.

Interviews are expected to take place via Teams on 28th or 29th July 2021. **Please visit** [**our website**](https://www.wjec.co.uk/home/about-us/working-for-us/#tab_0) **to download a copy of the job description and application form.**

**Closing date: 22 July 2021**



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| **JOB DESCRIPTION** |  |
| |  |  | | --- | --- | | **Job title** | **Research Officer** | | **Department:** | Assessment Delivery | | **Section:** | Research | | **Responsible to:** | Research Manager | | **Grade:** | 05 | | **Location:** | Western Avenue | | **Main purpose of Job:** |  | | | | |

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.

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| **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.

***Award processing***

* Support the awarding senior officer and the subject officer in the checking of awarding material and data at the close of award meetings.

***Other duties***

* To carry out any other duties, commensurate with the level of the post, as determined by the Research & Standards management team.

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| **Person Specification** |  |

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| **Job title:** | Research Officer |
| **Department:** | Research |

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| 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. |

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| **Skills and Abilities** |  |

**Highly desirable**

* A high level of numeracy.
* Statistical competency.
* The ability to interpret and comment on numerical information.
* Research and report writing skills for internal/external requirements.
* Excellent IT skills are essential particularly in the use of Excel, Word and other Microsoft Office applications.
* Able to carry out work accurately and pay attention to detail.
* Sound organisational and administrative skills.
* 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 use specialist statistical software.
* Ability to work through the medium of Welsh.

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| Knowledge |  |

**Highly desirable**

* A sound knowledge of the examinations awarding process and of the responsibilities of the different sections and units working within the examinations cycle.
* Sound working knowledge of software packages (specifically Microsoft Word and Excel).

**Desirable**

* A working knowledge of statistical software, or a willingness and capability to develop such knowledge.
* Knowledge of the stages of a research project.
* Knowledge of quantitative and qualitative research methods, and their applications.

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| Experience |  |

**Highly desirable**

* Experience of preparing and processing data and producing the results in an appropriate format.

**Desirable**

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

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| **Training / Qualifications** |  |

**Desirable**

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

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| Telerau ac Amodau Gwasanaeth | | | | Terms and Conditions of Service | | |
| Teitl y Swydd/  Job Title: | Research Officer | | | | | |
| Cyflog/  Salary: | £23,463 - £25,488 | | Gradd:  Grade: | | 5 | |
| Gwyliau Blynyddol/  Annual Leave: | 25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd./  25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays. | | | | | |
| Pensiwn/  Pension: | Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol /  The provision of the Local Government Superannuation Act apply | | | | | |
| Math o Gytundeb: | | | | Contract Type: | | |
| Llawn-amser / Full Time | | | | | | |
| Rhan-amser / Part Time | | Nifer yr oriau yr wythnos  No of hrs per week | | | |  |
| Llawn-amser Tymor Cyfyngedig / Full Time  Limited Term | | Diwedd y Tymor  End of Term | | | | 30 September 2022 |
| Rhan-amser Tymor Cyfyngedig / Part Time  Limited Term | | Diwedd y Tymor  End of Term | | | |  |
|  |  | Nifer yr oriau yr wythnos  No of hrs per week | | | |  |
| Dull Ymgeisio: | | | | Method of Application: | | |
| Dylid anfon ffurflenni wedi’u llenwi ar e-bost at [ad@cbac.co.uk](mailto:ad@cbac.co.uk)  neu eu postio i’r Uned Adnoddau Dynol, CBAC, 245 Rhodfa’r Gorllewin, Caerdydd, CF5 2YX erbyn **22 Gorffennaf 2021.**  Completed forms should be sent by email to [hr@wjec.co.uk](mailto:hr@wjec.co.uk)  or returned by post to the Human Resources Unit, WJEC, 245 Western Avenue, Cardiff CF5 2YX by 22 July 2021. | | | | | | |