The Fast Stream & Early Talent Team are seeking to recruit a Data Analyst to join the unit. Reporting to the Research & Analysis team in Civil Service Resourcing, the successful candidate will support the high profile work of the Directorate with a range of data collection, data analytical and data management duties. This is an exciting time to join the team as Civil Service Resourcing continues to grow and provide expert resourcing solutions right across the Civil Service. The role offers a challenging opportunity to help shape the data collection and management capabilities of the organisation, and will be key in facilitating our reporting in to the strategic centre of the Civil Service at the highest levels. This role is highly suited to someone from one of the analytical professions e.g. GSS or someone with a background in MI analytics.

Reporting to the Grade 7 Head of Research and Analysis you will work with colleagues from across the Directorate to develop and deliver data collections, embed best practice in data management and deliver high quality analytical outputs for policy colleagues and senior stakeholders.

Direct Reports: You will be responsible for line management of 1 x EO (eg Statistical officer).

About the Fast Stream & Early Talent Team

For over 60 years the Fast Stream programme has helped to select and shape some of our brightest and most talented individuals to be future leaders in the civil service. The team recruits for all Civil Service Fast Streams as well as the Fast Track Apprenticeship programme and the Summer and Early Diversity Internship Programmes. The team currently centrally manages hundreds of Fast Streamers across a number of programmes including the Corporate Fast Stream, European Fast Stream, and Digital and Technology Fast Stream. As such, the team generates a large amount of data on Fast Streamers and programme outputs on a rolling and expanding basis. The successful candidate will play an important part in ensuring that the data collected is fit for purpose, meets business needs, and is exploited to the fullest possible extent. As the context in which we work is growing and evolving it may be the case that the role also evolves to take more of a cross-Directorate view on our data collection and data management requirements.

About you

You will have previous experience of working in an analytical or MI field and managing data collection to a high standard of accuracy and reliability. You will demonstrate a proven ability to juggle competing priorities while working methodically with complex information. You will have a good understanding of the use of analysis, evidence and statistics and will be able to communicate using appropriate styles to maximise understanding and impact. You will have a good track record of establishing collaborative relationships with a range of colleagues, internal and external, to deliver on business needs. You will proactively work to shape a developing business area to deliver a high quality service to senior stakeholders and customers.

Main Duties will include:
- To manage the collection of timely and accurate data, including on the Fast Stream and Fast Track Apprenticeship programmes and more broadly across the Directorate
- To consult with other teams in the collection and analysis of business relevant data, spreading best practice and driving improvement in processes
- To work proactively to improve and manage data collection processes and systems across the wider team
- To interrogate data to drive continuous improvement and inform decision making
- To support research activities, information, and briefing requests with relevant analysis.
- To act as a reliable source of knowledge and expertise on data resources for the wider team

### Business area

Research / Statistics / Analytical / Management Information

### Previous experience

Demonstrable experience of effectively managing data collections.

### Essential to role:

- Experience of developing effective data collections
- Experience of delivering analysis to meet customer and stakeholder requirements
- Experience of using data/analytical tools and application

### Person specification

Candidates should possess previous experience in a relevant and related role.

### Qualifications

Applicants who are not members of the GSS should have:

2:2 degree in a numerate discipline such as mathematics, economics, psychology, geography (applications are welcome from those whose degree contain formal statistical training),

or

have appropriate experience in a relevant analytical field

Please state if you are a member of the Government Statistical Service (GSS) or other analytical profession

### Competencies

You will be asked to supply evidence of meeting these competencies when you apply.

- Leading and communicating
- Changing and improving
- Collaborating and partnering
- Delivering at pace
The additional competency should be used to demonstrate the following:

- Experience of developing effective data collections
- Experience of delivering analysis to meet customer and stakeholder requirements
- Experience of using data/analytical tools and application