Successful candidates for roles based in our 2 Marsham Street building must meet the security requirements before they can be appointed. The level of security needed is counter-terrorist check and the process can take up to 8 weeks to complete. You are therefore required to complete the attached Annex A form (PART A ONLY) and either email the signed version directly to hrsharedservices@communities.gsi.gov.uk. Alternatively, you can post the completed form to MHCLG HR, Ground Floor, Rosebrae Court, Woodside Ferry Approach, Birkenhead, CH41 6DU. This will be processed in cases only where the candidate should be successful in applying for the post. The remainder will be securely destroyed.

Please note that successful candidates will need to pass the CTC security checks – this requires you to have been resident in the UK for the past 3 years. Please refer to the attached document “MHCLG Notes on Security Clearance” for further information on Counter Terrorism Clearance (CTC). Thank you.

Background:

The Ministry of Housing, Communities and Local Government aims to help create great places to live and work right across the country and to back communities to come together and thrive.

Our Single Department Plan sets out the following priorities which are to:

1. Fix the broken housing market;
2. Grow local economies;
3. Build integrated communities;
4. Support effective local government;
5. Ensure an effective response to the Grenfell Tower fire; and
6. Support local government, local economies and the housing sector to get ready for EU Exit, so that the department can continue to deliver its policies.

All analysts in MHCLG are based within the Analysis and Data Directorate which is headed by our Chief Analyst. The directorate is made up of a nine of multi-disciplinary teams responsible for delivering evidence across the range of core Departmental priorities. We are responsible for statistics, data collection, data analysis and science,
research, economic analysis and modelling and thought leadership across all MHCLG policy areas.

We focus on extending and enriching our evidence base and applying new analytical tools and techniques to deliver fresh insights for our policy priorities and outcomes. The services we provide are always in high demand – including from senior officials, ministers, and their special advisers, both here and in other government departments most notably Number 10, HM Treasury and the Cabinet Office.

The Directorate offers a fast-moving, friendly and intellectually stimulating environment, where you can make a real contribution to maintaining this high quality evidence base used for formulating government policy.

This post is based in the Analysis and Research Coordination (ARC) unit. We are a small team (10 staff) of analysts and policy/administration staff who provides support to the Chief Analyst and heads of analytical professions and promote the use of evidence and analysis including management of the Department’s research programme.

The ARC team is led by a Grade 6 Social Researcher, and we report directly to the Chief Analyst.

**The role:**

Analysts based in ARC work very flexibly across a diverse range of analytical projects and policy areas and often join different project teams to provide analysis across key MHCLG priority areas. As a statistician, you will have the opportunity to work very flexibly across a wide range of different policy areas and types of analytical project. You can expect to be involved in:

- **Data Collection:** You will have the opportunity to work with other teams and across a range of different data collection systems. For example, ARC analysts are currently involved in new data collections on Building Safety, and depending on timings there would be an opportunity to be involved in this work area. This would include designing returns, undertaking validation and monitoring data quality. There is scope for wider work on data collection too, as the Ministry is responsible for collecting and commissioning a whole range of data used to produce and publish over 50 National Statistics and Official Statistics releases each year. These include statistics on the housing market, house-building, homelessness, planning applications, land-use change, and Local Government Finance.
- **Data Analysis**: producing high quality analysis, with appropriate measures of uncertainty and explanation of results for users. The previous post holder was heavily involved in the analysis and reporting of some of the Ministry’s key “people” related data sets, particularly mid and end year reporting outcomes. This involves detailed and sometimes sensitive quantitative analysis, and the production of clear briefing packs and presentations to senior officials and other key staff groups such as the Ministry’s Diversity panel.

- **Survey processes and analysis**: The previous post holder worked on a range of different surveys, and there will be scope to continue to this flexible role. To illustrate, there will be scope to work on the promotion and administration of the annual People Survey, to ensure good promotion of the survey and successful administration of it across MHCLG. In addition there will be the opportunity to ensure accurate initial reports are produced by the survey company, produce briefing packs on key findings and trend analysis for the executive team, and then carry out bespoke follow-up analysis.

- **Handling ad hoc queries**: Along with other ARC team members you will play a key role for the Directorate in responding to Parliamentary Questions, Freedom of Information requests, enquiries from analysts, policy teams, other government departments, academics and external stakeholders, and advising policy colleagues on the broad range of data available from the department including other surveys and administrative sources.

- **Stakeholder engagement**: This role includes overall responsibility for managing our Single Data List processes (a list of all the datasets that local government must submit to central government) and this involves active engagement with other Departments and internal colleagues and wider stakeholder groups about proposed changes, as well as keeping a strong grasp of the process and developing a clear strategy for agreeing changes to the list.

- **Leadership and Management**: the role includes leading the small policy/support team (3 staff). There is scope to build the team, set stretching objectives, and provide coaching support for their further career development. In addition, there will be scope to oversee more junior statisticians on bespoke analytical projects.

- **Promoting the role and use of analysis**: The Ministry is keen to promote the use of analysis and evidence and is running various initiatives to raise awareness on the pivotal role that analysis plays in policy making, as well as raising awareness of particular techniques. As an ARC analyst, you will work with policy and analyst colleagues to help shape and co-ordinate a wider analytical contribution to these initiatives.
Overall the post presents a good opportunity to:

- Use strong statistical and analytical skills on a diverse range of projects;
- To work in a multi-disciplinary environment with different specialisms;
- Contribute to briefing senior officials and Ministers;
- To apply and develop your strategic thinking and leadership skills;
- Use your analytical knowledge in a pragmatic way;
- Contribute to wider analytical work and developments across the department;
- Further develop your statistical skills and develop skills in data collection and quality assurance;
- Further develop skills in data analysis and manipulation using SPSS; and
- Provide management and develop wider leadership skills for a small team.

We take the development of our people very seriously, equipping and enabling them to make an impact by ensuring high quality evidence and analysis is at the heart of the policy-making process. We are committed to good management and professional development staff. We actively promote learning and development, and also have an exceptional bursary training opportunity to support post graduate study. Analysts use a range of statistical packages for data manipulation and analysis, including SPSS and STATA, and SQL databases for data storage. Training in the software required for the specific role can be provided.

You will be able to demonstrate the following:

- The ability to build productive working relationships with stakeholders and plan and deliver analytical outputs that meet their needs; Experience of delivering at pace and working under pressure to tight and multiple deadlines, whilst ensuring the quality of your work; The ability to communicate complex analysis in a clear and coherent way;
- Ability to manage the collection of data that is fit for purpose, promoting increased efficiency and effectiveness in data gathering, for example data sharing and minimising respondent burdens;
- Strong quantitative analytical skills and experience of working in applied analysis in which strong analytical skills have been clearly demonstrated including regression analysis;
- Strong awareness and practical application of legal and ethical aspects of data collection and disclosure control;
- Strong experience of reviewing data collected, challenging anomalies and explaining differences
- Understanding of the pros and cons of different analytical methods to advise, critique and make independent direct use of the techniques;
- A good knowledge and/or experience of using statistical software – the Department uses SAS, SPSS and STATA among others; and
- Strong people skills, and experience of management and leadership

Competencies

We’ll assess you against these competencies during the selection process:

- Statisticians – Acquiring data/Understanding customer needs
- Statisticians – Data analysis
- Statisticians – Presenting and disseminating data effectively
- Delivering at pace
- Leading and communicating
- Seeing the big picture

https://www.statsjobs.com/job/statistician-36/