Higher Statistical Officer: Capital Expenditure and Borrowing Statistics

Ministry of Housing, Communities & Local Government
London, UK
31,963 (London) £29,055 (National)

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Candidates who ARE NOT members of the Government Statistical Service (GSS) must complete and submit their application on Civil Service Jobs. You will be invited to sit the Government Statistical Services Test. This is the first part of the GSS membership process and you must pass this test for your application to progress to the next stage of the recruitment process.

Candidates who are EXISTING members of the Government Statistical Service (GSS) do not need to complete the Government Statistical Services Test as part of their application. If you are a GSS member, please submit your application on Civil Service Jobs in the usual way. Email Analytical.Recruitment@communities.gov.uk from your Departmental email account to let us know you are a full member of the Government Statistical Service. We will progress your application to the next stage of the recruitment process.

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, to:

- Fix the broken housing market;
- Grow local economies;
- Build integrated communities;
- Support effective local government;
- Ensure an effective response to the Grenfell Tower fire;
- 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; and
- Maintain MHCLG as a great place to work.

Further information can be found in our Single Departmental Plan
Please note that successful candidates will need to pass the CTC security checks – this requires candidates to have been living in the UK for the past 3 years. See page 20 of the MHCLG Candidate pack for a list of conditions which may affect your eligibility for our vacancies.(Link at bottom of this vacancy).

Candidates who meet the requirements but are not offered a post at this time will be retained on a reserve list for a maximum of six months and may be offered alternative posts as they become available. Candidates placed on a reserve list will be informed of this. Due to the length of time CTC checks can take, our HR Shared Services team will contact reserve list candidates for London based roles to commence CTC checks.

The team

All analysts in MHCLG are based within Analysis and Data Directorate (ADD). The directorate is made up of a number of multi-disciplinary teams responsible for delivering evidence across the range of core Departmental priorities, for example on housing, planning, local government finance and local economic growth. 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) – and have been highly influential in shaping and designing policy.

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. You will work in a friendly, multi-disciplinary division comprising Analysts, IT specialists, Data Scientists and data specialists.

This post is within the Grade 6 led local government data team, which is responsible for the collection, validation and publication of statistics on council tax, business rates, and local government expenditure and financing. These statistics play a crucial role in informing policy decisions on local government funding and regulation.

The jobholder will lead the capital expenditure and borrowing statistics team. This area has received considerable interest as a result of increased and evolving commercial activity by local authorities in recent years. The team itself has been, and continues to be, at the forefront of database and data processing development.

The role

This post is a great opportunity for HEOs looking for experience of line management, project management and statistical publications, whilst also driving statistical improvements and interacting with a range of customers within MHLCG and beyond. As such, it offers an excellent opportunity for those looking to progress their career.

The post holder’s main responsibilities will include:

- Leading the capital and borrowing data collections and the production of a mixture of monthly, quarterly and annual statistical outputs
- Managing an Executive Officer and a Statistical Officer. Leading, supporting and overseeing their work which is focussed on: i) preparation of data collection forms; ii) managing the data collections and interactions with local authority data provider contacts; iii) conducting quality assurance and challenging local authorities to explain anomalous-looking data; iv) producing output and analysis
- Analysing and presenting the key points from the data effectively
- Leading on preparing responses to requests for analysis and advice, and as such being the first port of call for queries from users
• Taking a leading role in the maintenance and development of database processes, such as for validation and imputation, and in driving forward changes to our data processing systems and engaging with IT colleagues.

**Opportunities**

The role offers the opportunity for the post holder to demonstrate competence across the statistical production life cycle as well as to interact with key users, and to be involved in defining the evolution of the scope and processing of the collections.

Analysts use a range of statistical packages for data manipulation and analysis, most notably Excel and SQL Server Management Studio. Python, Stata and R are also used in the Department. While experience of using these packages is desirable, the key requirement is an aptitude for data analysis and coding. Training opportunities will be available to broaden the knowledge of the successful candidate.

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. All statisticians have access to a statistical mentor outside of their line management chain.

The roles available require intellectual curiosity; self-confidence and belief in your own abilities and judgement; good communication, analytical, numerical and problem solving skills. You should also be able to manage a quality service, collaborate and partner with others and deliver results at pace.

Team working is essential to the success of analysts in MHCLG and you should be able to deliver your goals and objectives by working with others. If you believe you have the right skills for this role, we would like to hear from you.

**Candidates are advised to be aware of the different experience and qualification requirements for entering the Government analytical professions at different grades.** Information on the different grades is available in the download - Application Guide for Analytical Candidates.

If you narrowly miss out on passing the interview for this post, you may be offered an alternative analytical role at a lower grade. This opportunity will allow you to develop your skills and experience to progress your career within MHCLG.

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**Closing Date: 9 May 2019**

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