



PERSON SPECIFICATION

STATISTICS OFFICER LEVEL 1

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
Qualification	i) A degree in statistics or mathematics or equivalent qualification or higher; or ii) A degree in economics or business studies or equivalent, or higher qualification.	
Knowledge	Basic competence in the use of Microsoft Word, Excel and Access is also a requirement.	Knowledge of Government Accounting procedures/Accounting Instructions/General Orders and other Government Regulations.
Key Skills	Ability to communicate effectively both orally and in writing and possess good mathematical and analytical skills. Fluent in both spoken and written English. Plan and prioritise tasks, working under pressure to meet deadlines. Possess excellent interpersonal and communication skills in order to be able to work with a wide variety of people with diverse professional backgrounds and experience. Have good organisational skills. Work methodically, accurately and with attention to detail. Work well in a team environment, as well as without close supervision, and be able to act on own initiative.	

	<p>Total discretion and a professional and respectful manner must be displayed at all times.</p> <p>Able to take sound decisions/have sound judgement and follow clearly defined work procedures.</p> <p>Willingness to take on responsibility and be discreet when dealing with confidential information.</p> <p>Able to be analytical and possess logical thought of action.</p>	
Other requirements	<p>Will be required, unless he/she already satisfies the qualification criteria as specified under Essential (i), to undertake the necessary training to achieve the Ordinary Certificate of the Royal Statistics Society within a maximum of two years.</p> <p>Also be required to undertake Tourist Survey interviews at all points of departure both during and outside normal office hours.</p>	