



HM Government of Gibraltar

Statistics Officer Level 2 Job & Person Specification

Grade:	Statistics Officer Level 2 (SO2)
Department:	Statistics Office
Responsible to:	Statistics Officer Level 3 (SO3) (Statistician)

Conditions, Duties and Responsibilities:

The Statistics Officer Level 2 (SO2) is a highly technical post with a leading role in the conduct of surveys. As a team leader of the various statutory and non-statutory surveys and statistics reports, the post-holder will assist the Statistician in meeting the objectives of the Statistics Office as set out by the Chief Statistician.

The SO2 will have responsibility for the following:

1. Producing the preliminary draft annual Employment Survey report. This entails assisting with the annual questionnaire design, managing the collection, collation, allocation of work, coding and data processing. Maintaining the database, addressing queries, ensuring a high rate of response, improving work procedures, data quality and analysis of data. Monitoring the team's performance and regularly reporting on progress to the Statistician ensuring that deadlines are strictly adhered to.
2. Producing the preliminary draft annual Tourist Survey Report. Conducting Tourist Survey interviews during and after office hours each month. Ensuring that the interviews at the various points of departure meet the targeted quota of interviews as identified by the Statistician. Compiling, verifying and analysing the data collected. Improving data quality. Liaising with Government and non-Government bodies to ensure the timely arrival of the monthly data returns, verifying data and updating the visitor arrival statistics each month. Preparing monthly visitor arrivals data published on the Government Website. Regularly reporting on progress to the Statistician and ensuring that deadlines are strictly adhered to.
3. Producing the preliminary draft annual Hotel Occupancy Survey Report. Liaising with hotels and other establishments for the purpose of gathering hotel statistics and ensuring that all relevant information is accurate and submitted on time. Ensuring the database is updated on a monthly basis and producing monthly analysis of data. Regularly reporting on progress to the Statistician and ensuring that deadlines are strictly adhered to.

4. Producing the preliminary draft annual Air Traffic Survey report. Ensure the timely arrival of the monthly data returns, data verification and analysis on a monthly basis. Regularly reporting on progress to the Statistician and ensuring that deadlines are strictly adhered to.
5. Assisting the Statistician in the collection and collation of prices of goods and services from a number of retail outlets for the General Index of Retail Prices (IRP) each quarter. Updating the programme to produce the quarter and annual percentage changes for each component group and General IRP. Updating IRP tables and calculator on the Website. Regularly reporting on progress to the Statistician and ensuring that deadlines are strictly adhered to.
6. Assisting with the preparation of answers to Parliamentary questions and the preparation of data for the Chief Minister's Annual Budget Brief of Economic Statistics.
7. Assisting with the preparation and uploading of monthly Online Statistics tables. Responsibility for improving and increasing the range of statistics published.
8. Producing the preliminary draft annual Abstract of Statistics Report. Liaising with Government and non-Government bodies to ensure the timely arrival of the annual data returns, verifying data and updating the report. Responsibility for improving and increasing the range of statistics published. Regularly reporting on progress to the Statistician and ensuring that deadlines are strictly adhered to. Updating relevant information from the Abstract of Statistics Report on the Government Website.
9. Collecting all relevant information from Government Departments, Statutory Authorities and Agencies, and wholly-owned Government companies to ensure the timely arrival of Quarterly Employment data returns. Collating the information and producing the relevant tables to be submitted to the Statistician for further analysis.
10. Assisting the Statistician in producing the preliminary draft annual Imports and Exports Statistics Report. This entails liaising with HM Customs Department for the purpose of obtaining imports and exports statistics in electronic format on a monthly basis, data verification, addressing queries and updating the programme. Dealing with trade enquiries from the business community and preparing imports data published on the Government Website.
11. Producing draft annual demographic statistics. Collecting and collating population statistics from the Government Departments, Authorities and the MoD. Ensuring data quality and updating the programme to produce the annual population estimates. Reporting on progress to the Statistician and ensuring that deadlines are strictly adhered to.
12. Assisting the Statistician in the preparation of the draft annual National Income Accounts and producing the draft GDP estimates. Liaising with Government, non-Government bodies and institutions to ensure the timely arrival of the annual data returns. Reporting on progress to the Statistician and ensuring that deadlines are strictly adhered to.
13. Updating the Government Website and providing direct support on the Geographic Information System (GIS).
14. Assisting the Statistician in the production of the Family Expenditure Survey Report. Control of selected households, liaising with interviewers, preparing payments to households and interviewers, processing, verification and analysis of data. Reporting on progress to the Statistician and ensuring that deadlines are strictly adhered to.

15. Assisting the Statistician in the preparation for the Census. Assisting with the questionnaire design and the demarcation and updating of the Census Enumeration Areas and addresses database. Managing the collection, collation, allocation of work, inputting, verification and analysis of data. Preparation of Official Notices and Press Releases. Producing the preliminary draft Census Report. Reporting on progress to the Statistician and ensuring that deadlines are strictly adhered to.
16. Answering general enquiries received by e-mail and telephone by Government departments, non-Government bodies and members of the public and assisting the Statistician with requests for statistical information from representative bodies and Government consultants.
17. Responsibility for general office purchase requirements updating the Vote Book and preparation of the Control of Expenditure Report.
18. Day to day general administration of the Office.
19. Updating procedures on the areas of responsibility in the Technical Manual.
20. Carrying out any other duties, appropriate to the grade, as required by the Chief Statistician.
21. The Statistics Officers Level 2 will be required to satisfy the training/academic requirements and be willing to undertake Continuous Professional Development.

**PERSON SPECIFICATION
STATISTICS OFFICER LEVEL 2**

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	<p>A degree or equivalent or higher qualification in Statistics or Mathematics; or</p> <p>A degree or equivalent or higher qualification in Economics or Business Studies; or</p> <p>A Higher Certificate from The Royal Statistical Society or equivalent.</p>	
Knowledge:	<p>Basic Level competence in the use of Microsoft Word, Excel and Access.</p>	<p>Intermediate to Advanced Level competence in the use of Microsoft Word, Excel and Access.</p> <p>Experience in other software applications, predominantly used in data processing, data analysis and reporting.</p> <p>Knowledge of Government Accounting procedures/Accounting Instructions/General Orders and other Government Regulations.</p>
Key Skills & Behaviours:	<p>Possess good mathematical and analytical skills.</p> <p>Work methodically, accurately and with attention to detail.</p> <p>Good problem solving skills and possess logical thought of action.</p> <p>Fluent in both spoken and written English.</p> <p>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.</p> <p>Have good organisational skills.</p> <p>Ability to plan and prioritise tasks, working under pressure to meet deadlines.</p>	

<p>Key Skills & Behaviours (con'd):</p>	<p>Work well in a team environment, as well as without close supervision, and be able to act on own initiative.</p> <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>Managerial and leadership skills.</p>	
<p>Other requirements:</p>	<p>Willingness to undertake training and Continuous Professional Development, as directed.</p> <p>Will be required to undertake any necessary training in Statistics within a maximum of three years, unless able to demonstrate a significant component of Statistical studies.</p> <p>Required to undertake Tourist Survey interviews at all points of departure both during and outside normal office hours.</p>	<p>Fluent in Spanish and other languages.</p>