

## Role and person profile

Post title:	<b>Analyst/Data Scientist</b>	Location:	<b>Manchester/Guildford</b>
Division:	<b>Research and Regulation</b>	Department:	<b>Analytics and Data Science</b>
Reports to:	<b>Analytics Manager</b>	Responsible for:	<b>n/a</b>
Scale:	<b>SCP 27</b>	Permanent/FTC/Temp:	<b>Permanent</b>
Post no:	<b>New</b>		

### Section 1 – Accountabilities

#### Main role purpose:

To work with the Lead Analyst and Analytics Managers to provide analytical and data science services that support and enhance business performance and the technical basis of AQA's standards and research functions.

To support senior staff in Analytics and Data Science to make recommendations and decisions in complex, open-ended situations. The postholder will work with senior staff in Analytics and Data Science and colleagues across the business to utilise AQA's data assets and relevant technology to support and enhance business performance; develop the data and analyses that underpin AQA's standards, research and regulation functions; and produce customised analyses for specific business needs and assessment research projects. This will require applying and developing specialist knowledge of appropriate software and technologies and data analysis techniques, including keeping abreast of developments in data science through formal and informal training and development, and working with senior staff in the team to apply appropriate methodologies and techniques in contexts that support AQA's strategic and operational needs.

The postholder will contribute to projects within the team's matrix management model, supporting and leading tasks or projects as required.

See strategy if required <http://thehub.aqa.org.uk/About/2020-strategy>

Key result areas:	Outcomes:
<b>Customer (external or internal)</b> <b>Being trusted and reliable in assessment design and delivery</b>	Working with colleagues from across the business, contribute to the development and delivery of data analyses and insights, providing planned and ad hoc analyses in relation to complex and varied business challenges, for the needs of the business.
	Develop and maintain collaborative working practices that feed into organisational objectives. Provide comprehensive and user-friendly data intelligence to users.
	Provide proactive advice and guidance to colleagues on analytics and data science related issues, and the relationship of these to their areas of work.

	Build effective working relationships with internal colleagues, influencing thinking in relation to analytical and data science solutions.
	Represent the team on AQA groups, sharing insights to inform and support AQA decision making, where required.
	Contribute to the evaluation and monitoring of the requirements for analytical and data science services in the organisation and provide expertise in relation to the provision of analytical and data science solutions.
<b>Cash (finances)</b> Ensuring sound financial management and a robust asset base	Ensure that projects meet business needs flexibly, responsively and to agreed time, cost and quality criteria.
	Demonstrate commercial flexibility by undertaking other responsibilities which are of a commensurate level as business needs change.
<b>Product and internal processes</b> Delivering quality products and outcomes – as recognised by the customer	Contribute to projects and deliver data analytic solutions to meet business needs.
	Working individually or with senior colleagues in Analytics and Data Science, ensure accuracy and transparency in relation to the data and insights produced.
	Work with colleagues across the Research and Regulation business area and in other business areas to ensure that analytical and data science activity delivers outputs and outcomes that achieve impact targeted to the needs of the business.
	Develop knowledge of approaches to analytics and data science, ensuring that all work uses state of the art methods, reviewing the impact of and approaches taken by similar organisations.
	Contribute to the ongoing development of the team's data management and quality control practice.
	Ensure AQA is safe and legally compliant by applying AQA's policies and other legislative requirements including but not limited to HSE, Equal Opportunities and ISMS.
<b>People and culture</b> Ensuring we have great people achieving their potential	Contribute to a motivated and positive team culture, focussed on service delivery and continuous improvement.
	Work with others to achieve the organisation and team vision, modelling AQA's values and behaviours, contributing expertise and developing self to achieve excellence.
<b>Technology</b> Delivering demonstrably secure, reliable, agile and cost-effective systems	Make good use of appropriate and innovative data science and analytics technologies to leverage organisation-wide data assets.
<b>Government and external</b> Providing timely, valued insight and evidence that inform policy	Produce accurate and timely returns to industry regulators and deliver data requirements to other stakeholders.

## Section 2 – Key relationships and performance

### Key internal relationships:

- Colleagues from across the business who are customers of the service

### Key external relationships:

- AQA customers, regulators and policy stakeholders

### Key performance indicators:

- Under the supervision of senior staff in Analytics and Data Science, delivery of analytical and data science services in line with cost, quality and, time KPIs.

## Section 3 – Person profile

Knowledge	Assessment
Excellent understanding of a diverse range of mathematical analysis techniques, statistics and reporting	A/I/P
A broad understanding of databases, data structures and their interrogation including a willingness to acquire a detailed knowledge and understanding of AQA's databases	A/I/P
Knowledge of coding including ideally experience in applying R and other programming languages such as Python in contexts such as data mining, machine learning, or pattern recognition.	A/I/P
Qualification	
A degree in an analytical, technical or mathematical discipline, or demonstrable experience for the role.	A
Skills	
The ability to think analytically, to understand and synthesise complex, diverse and incomplete information and to present reasoned arguments.	A/I/T
Excellent general IT skills and the aptitude to learn new packages and processes	A/I
The ability to interpret complex quantitative and qualitative information to support sound decision-making.	A/I/T
Strong interpersonal and communication skills, able to build rapport with a diverse range of stakeholders.	A/I/P
The ability to work both independently and as part of a team.	A/I/P
The ability and willingness to constructively challenge the thinking of others.	A/I/P
The ability to compile and present analyses and insights in a variety of formats and styles.	A/I/P
The ability to think creatively and solve complex problems.	A/I/P
The ability to assess risks and recommend actions	A/I/P
Behaviours	
We treat everyone well and with empathy.	A/I/P
We achieve amazing things by working together.	A/I/P
We are open and honest.	A/I/P

We do what we say we are going to do.	<b>A/I/P</b>
We continuously learn and improve.	<b>A/I/P</b>
We act in the best interests of AQA.	<b>A/I/P</b>
We are optimistic and determined.	<b>A/I/P</b>
We value everyone's expertise.	<b>A/I/P</b>
<b>Experience</b>	
Experience of contributing to data science and/or analytics projects in a high stakes regulated environment.	<b>I/P</b>
Recent experience of using appropriate technologies to deliver analytical and data science solutions	<b>A/I/P</b>
Experience of communicating with and influencing senior internal and external stakeholders.	<b>I/P</b>

Assessment key (criteria to be assessed at the selection stage)  
**A** – application (it is **essential** to provide evidence on application for shortlisting purposes)  
**I** - interview                      **T** – test (or work sample)                      **P** – probation