

JOB DESCRIPTION

JOB TITLE	Research and Data Officer
REPORTS TO	Head of
LOCATION	Caernarfon
HOURS	22.5 hours – willing to consider less or more hours
SALARY	B3 £19,603 - £20,918
CONTRACT	Permanent
MAIN PURPOSE OF ROLE	
Contribute to the important work of demonstrating and promoting the impact of GISDA's work and services to assist vulnerable and homeless young people in Gwynedd by developing and implementing data collection and analysis systems, evaluating and analyzing the data and developing regular reports	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> ⇒ Evaluate and analyze data across all GISDA services and projects and submit regular reports ⇒ Develop and implement databases, data collection systems and other strategies to ensure current and high quality statistics ⇒ Research and collate relevant data from reports and external sources and maintain current records and databases ⇒ Identify, analyze and evaluate trends and patterns emerging from the data and create reports ⇒ Work with the Management Team to identify priorities and information needs ⇒ Identify and implement methods to develop and improve company data collection, recording, analysis and evaluation systems ⇒ Work closely with GISDA's Communication coordinator to raise awareness of our work 	
GENERAL RESPONSIBILITIES	
<ul style="list-style-type: none"> ⇒ Contribute to own training and personal development. ⇒ Promote a friendly, non-judgmental, non-discriminatory attitude in all aspects of the work towards service users, colleagues, members of the Management Board and members of the public / other agencies. ⇒ Promote the Company's internal values and culture. ⇒ Promote the Company's aims and objectives. ⇒ Undertake any reasonable tasks as required. ⇒ Adhere to all current Company policies and procedures. ⇒ Contribute to supervision sessions. ⇒ Keep all information relevant to the Company, its staff and the Company's service users confidential. 	

No job description can cover every issue that may arise in the role at different times. In order to maintain an effective service, you may be required to undertake any other

reasonable tasks reasonably consistent with those in this document as determined by your head of department

PERSON SPECIFICATION			
BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSMENT
Education and Qualifications	Level 3 Education and/or A Level	Qualification in information technology, statistics, research, information management or similar	Application Form and Certificates
Experience Relevant to Job		Experience of working as a Data Officer	Application Form and Interview
Knowledge Relevant to Job	Information on computerized reporting packages and databases		Application Form and Interview
Skills Relevant to Job	Strong analytical skills with the ability to collect, organize, analyse, evaluate and monitor data		Application Form and Interview
	Strong IT skills including the ability to present spreadsheets and reports		Application Form and Interview
	Effective communication and interpersonal skills		Application Form and Interview
	Excellent organizational skills with an eye for detail		Application Form and Interview
	Able to write and present reports		Application Form and Interview
Other	Ability to work as part of a team or independently		Application Form and Interview
	Ability to effectively manage and prioritize workload		Application Form and Interview
Language	Ability to work and communicate effectively in both Welsh and English, both orally and in writing		Application Form and Interview