

JOB DESCRIPTION

Job title	Research Officer
Department:	Assessment Delivery
Section:	Research
Responsible to:	Research Manager
Grade:	05
Location:	Western Avenue
Main purpose of Job:	

Research Officers will, under the direction of senior Research & Standards staff, assist in all duties relating to the awarding cycle and regulatory reporting. This includes, but is not restricted to:

- Undertaking data analysis for use in awarding meetings
- The production of statistical tables and reports and analyses required by regulatory bodies or for internal analyses.
- Responding to enquiries from WJEC staff, customers and other stakeholders, including preparing appropriate statistical information.
- Supporting the Research senior officers and subject officers in the assembly and checking of data at the close of award meetings.
- Contribution to other aspects of the work of the department when required, including some archiving and administrative duties where appropriate.

As an integral part of the Research & Standards team, the post-holder will also proactively support research activities across the organisation: coordinating research, collating and analysing data, to deliver the results to the requirements of our stakeholders, which include regulators, subject officers and technical/standards teams across awarding organisations.

Principal Duties and Responsibilities:

Preparation of statistical material for awarding and regulatory purposes

- To assist in the production and checking of statistical output used in qualification awarding meetings, including entry profiles and live award modelling tool spreadsheets.
- To assist in the provision and uploading of routine statistical reports requested by WJEC management and regulators (such as EPG reports), in line with set deadlines.
- To produce, check and format statistical information from various sources, including the extraction and compilation of data for post-award analysis.

Preparation of awarding outcome statistics

- To assist in the extraction of data and production of results tables for examinations, including provisional and final results tables for WJEC's website.
- To check analyses of awarding outcomes, for reporting to regulators during the examination awarding period.

Research

- Under the direction of Research & Standards managers, design and undertake research and statistical analysis projects to inform a range of internal and external audiences – including data collection and analysis and report-writing.

Internal and external enquiries

- To respond to enquiries, both internal and external, via email/telephone.
- To undertake data analysis using statistical software packages and/or Excel in response to these enquiries and produce tables and/or reports for the enquirer.
- To ensure all enquiries received are documented in the Enquiries Database appropriately.

Data management

- To assemble, maintain and update current/historical Excel databases for awarding and research purposes.

Award processing

- Support the awarding senior officer and the subject officer in the checking of awarding material and data at the close of award meetings.

Other duties

- To carry out any other duties, commensurate with the level of the post, as determined by the Research & Standards management team.

Person Specification

Job title:	Research Officer
Department:	Research

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- A high level of numeracy.
- Statistical competency.
- The ability to interpret and comment on numerical information.
- Research and report writing skills for internal/external requirements.
- Excellent IT skills are essential particularly in the use of Excel, Word and other Microsoft Office applications.
- Able to carry out work accurately and pay attention to detail.
- Sound organisational and administrative skills.
- Good communication skills, both oral and written, with an ability to handle enquiries tactfully and efficiently.
- Ability to organise, prioritise and complete a varied workload with minimal supervision and an ability to work calmly and carefully under pressure.
- Ability to use initiative – in particular a flexible approach to problem solving is required.

Desirable

- Ability to use specialist statistical software.
- Ability to work through the medium of Welsh.

Knowledge

Highly desirable

- A sound knowledge of the examinations awarding process and of the responsibilities of the different sections and units working within the examinations cycle.
- Sound working knowledge of software packages (specifically Microsoft Word and Excel).

Desirable

- A working knowledge of statistical software, or a willingness and capability to develop such knowledge.
- Knowledge of the stages of a research project.
- Knowledge of quantitative and qualitative research methods, and their applications.

Experience

Highly desirable

- Experience of preparing and processing data and producing the results in an appropriate format.

Desirable

- Experience of report writing.
- Experience of designing conducting research projects.

Training / Qualifications

Desirable

- Qualification(s) demonstrating a high level of numeracy or statistical competency.
- Qualifications demonstrating research skills.

Telerau ac Amodau Gwasanaeth

Terms and Conditions of Service

Teitl y Swydd:
Job Title: Research Officer

Cyflog:
Salary: £22,530 - £24,474

Gradd:
Grade: 5

Gwyliau Blynyddol: 25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.

Annual Leave: 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays

Pensiwn: Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol

Pension: The provision of the Local Government Superannuation Act apply

Math o Gytundeb:

Contract Type:

Llawn-amser / Full Time

Rhan-amser / Part Time

Llawn-amser Tymor Cyfyngedig / Full Time Limited Term

Rhan-amser Tymor Cyfyngedig / Part Time Limited Term

Nifer yr oriau yr wythnos
No of hrs per week

Diwedd y Tymor 30.09.19
End of Term

Diwedd y Tymor
End of Term

Nifer yr oriau yr wythnos 36.5
No of hrs per week

Dull Ymgeisio:

Method of Application:

Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk neu eu postio i'r Uned Adnoddau Dynol, CBAC, 245 Rhodfa'r Gorllewin, Caerdydd, CF5 2YX erbyn **23 Ebrill 2019, dyddiad y cyfweiliad: 29 Ebrill 2019.**

Completed forms should be sent by email to hr@wjec.co.uk or returned by post to the Human Resources Unit, WJEC, 245 Western Avenue, Cardiff CF5 2YX by **23 April 2019, Interview date: 29 April 2019.**