

Research Officer (Data Analyst)

Salary: £27,807 - £30,162 per annum (Grade 5)

Contract: Full-time, fixed term to 30 September 2025

WJEC is welcoming applications for analytical and data-confident research officers to join our friendly team.

The Role:

As a Research Officer, you will work with a range of quantitative and sometimes qualitative data; collating and validating information, identifying trends/patterns and producing graphics and statistics for a range of customers, including regulators, subject officers and technical/standards teams across other awarding organisations.

The Person:

We're seeking a pro-active individual with a good eye for detail who enjoys working with data. Prior experience in a similar role is desirable, but not essential. We use statistical software such as Stata (full training will be provided) so the role would particularly suit someone who has an interest in coding or experience using similar systems.

Our Benefits

At WJEC, we pride in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a competitive pension scheme and numerous family friendly policies.

This role is a hybrid post, enabling the successful candidate to split their time between WJEC offices and working at home, subject to personal preference and business need. Welsh language skills are not essential but the willingness to learn is always valued.

If you would like to know more about the position or about working for WJEC, please contact HR@wjec.co.uk who would be more than happy to speak to you.

Closing date: 23:59, Monday 03 March 2025

Interviews are anticipated to be held in person, on Tuesday 18 March 2025.

JOB DESCRIPTION

Job Title:	Research Officer (Data Analyst)
Department:	Assessment Delivery
Section:	Research
Responsible to:	Research Manager
Grade:	5
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 understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties, as required, which are commensurate with the grade of the post.

Person Specification

Job Title:	Research Officer (Data Analyst)
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, including statistical competency and 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.
- 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.

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:	Swyddog Ymchwil (Dadansoddydd Data) / Research Officer (Data Analyst)		
Cyflog / Salary:	£27,807 - £30,162 y flwyddyn / per annum	Gradd / Grade:	5
Gwyliau Blynnyddol / Annual Leave:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol / ychwanegol o wyliau yn ogystal ar hyn o bryd. 25 Days per annum. In addition, WJEC currently allows 16 statutory / additional holidays.		
Pensiwn / Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
Math o Gytundeb:		Contract Type:	
<input type="checkbox"/>	Llawn amser / Full-time		
<input type="checkbox"/>	Rhan amser / Part-time	Nifer yr oriau yr wythnos / No. of hrs per week	
<input checked="" type="checkbox"/>	Llawn amser, Tymor Cyfyngedig / Full-time, Limited Term	Diwedd y Tymor / End of Term	30 Medi / September 2025
<input type="checkbox"/>	Rhan amser, Tymor Cyfyngedig / Part-time, Limited Term	Diwedd y Tymor / End of Term	/ /
		Nifer yr oriau yr wythnos / No. of hrs per week	36.5
Dull Ymgeisio:		Method of Application:	
<p>Dylid anfon ffurflenni wedi'u llenwi ar e-bost at AD@cbac.co.uk erbyn 23:59; dydd Llun 03 Mawrth 2025. Rhagwelir cynnal cyfweiliadau wyneb yn wyneb, ar dydd Mawrth, 18 Mawrth 2025.</p> <p>Completed forms should be sent by email to hr@wjec.co.uk by 23:59; Monday 03 March 2025. Interviews are anticipated to be held in person, on Tuesday 18 March 2025.</p>			