



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Statistics Adviser (Governance and Coordination)
Division/Programme and Section/Project (if any):	Statistics for Development Division / Statistics leadership, governance and use
Location:	Noumea
Reporting to:	Manager Statistics Leadership, Governance and Use
Number of Direct Reports:	0
Purpose of Role:	<p>Support regional and national governance and coordination relating to statistics and data, to strengthen statistical systems to meet needs for policy, planning and monitoring. The role will provide analysis, advice, training and hands-on support to SPC's Pacific Island country and territory members with the analysis and use/interpretation of their data and statistics collected from census, surveys and administrative source. The role will work with other SDD specialists in ensuring coordination and partnerships (wherever possible) between the various statistics-related programs and capacity development initiatives being implemented across the region by a wide range of bilateral and multilateral partners, including Heads of Planning and Statistics (HOPS), Pacific Statistics Standing Committee (PSSC), Pacific Statistical Methods Board (PSMB), and Donor and Development Partners Group.</p> <p>The role will establish regular engagement and support for coordination on various statistics related programs and capacity development initiatives being implemented across the region working with a wide range of internal and external stakeholders including with the NSOs, Forum Economic Ministers Meeting (FEMM), HOPS, PSSC, PSMB, DDPG etc..'</p>
Date:	<i>September 2022</i>

Organisational Context and Organisation Chart

The Statistics for Development Division (SDD) comprises 20 – 35 long term staff within the Pacific Community (SPC). Its key objective is for the region to meet the outcome set out in the 2022-2030 Pacific Statistics Strategic Framework:

“Highly competent and sustainable national statistics systems that meet national and international statistics needs for evidence-based policy, planning and monitoring”

The SDD is organized in three professional/technical teams. These are:

- Statistics leadership, governance and use
- Statistics collections (including census, survey and administrative data)
- Statistics infrastructure and dissemination

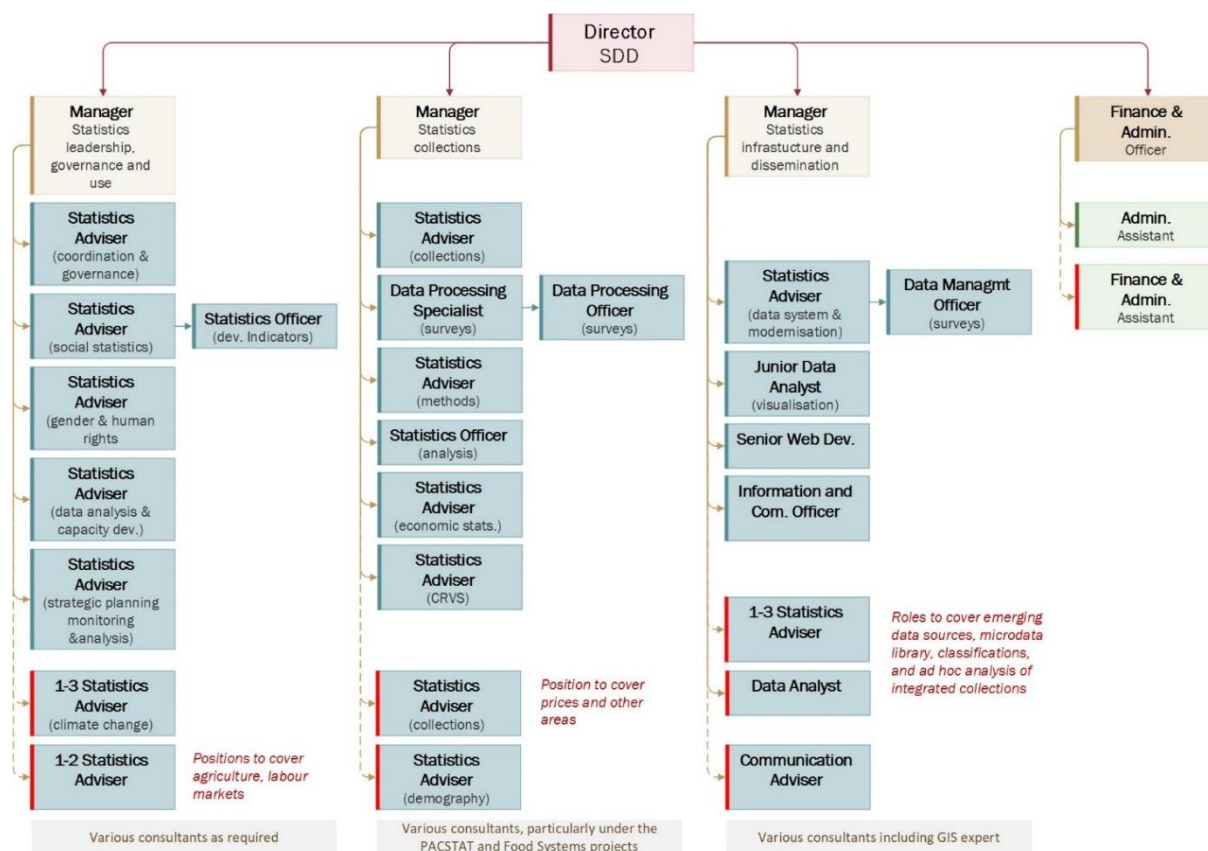
Each professional/technical team is led by a manager accountable for staff and other resources to deliver results against their work program. A fourth, small team is responsible for office management, finances and administrative support.

All teams work in close cooperation with each-other and support each other to meet their objectives. In addition to their work programmes, managers are held accountable for delivery against SDD’s “ways of working” objectives, which may change from time to time but in late 2022 were:

- Develop a high performing Division that works as a team
- Mainstream good modern data practice
- Strengthened engagement and partnerships with donors and stakeholders
- Make the most of available resources

Statistics for Development Division organisational chart

(items with red sidebars are possible future expansion)



Key Result Areas (KRAs):

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	Jobholder is successful when
KRA #1 Ways of working 10%	<ul style="list-style-type: none"> Demonstrable contribution as an individual and team-member to the organisational or 'ways of working' objectives in the division business plan SPC's coordination of support for statistics is coherent and works well across all the teams in the division. Support for governance and coordination is consistent with other divisional work activities, reflects the input of subject matter experts and considers stakeholder needs, including the interests/needs/gaps of the smaller NSOs in the region. Timely and effective responses provided to SPC corporate activities, including Annual Performance Development System (PDS) reporting, internal and Donor Reporting Requirements, SPC's Committee of Representatives of Governments and Administrations (CRGA), and other requests from the Senior Leadership Team (SLT) as required from time to time. SDD and the region are professionally represented and actively engaged/add value in the various statistical fora as necessary, in

	<p>international meetings, workshops and technical working groups relevant to capacity and capability development, and the more-effective use of statistics and indicators for evidence-based policy and other areas as directed.</p> <ul style="list-style-type: none"> • Effective cross-programme collaboration and a willingness to work with other SPC Division/program colleagues (e.g., PHD, ISD/PDH HRSD, SPL, LRD, GEM and FAME), notably through in-country missions or through joint workshops or other activities.
KRA #2 Coordinate regional statistics support 40%	<ul style="list-style-type: none"> • Key governance meetings (including HoPS, PSSC, PSMB, DDPG and members of the Brisbane Accord Group (BAG)) are well organised in collaboration with internal and external stakeholders (including NSOs), have agendas that consider stakeholder needs and foster productive discussions that advance statistics in the region • Support for statistics in the region from various partners is well coordinated, efficient, avoids duplication and works within the strategic frameworks. • Support the Director to maintain regular engagement and coordination with Government Statisticians and NSOs across the region. • The Director is supported in ensuring the divisional business plan is up to date, best supports regional statistical priorities and is in alignment with other partners • Opportunities for collaboration and south-south capacity building and mutual support are identified • Key stakeholders – donors, implementation partners, and member national statistical offices – are consulted, actively engaged in key governance meetings, and value-add/are supported through the coordinated engagement • An up-to-date list of key partners, stakeholders and Government Statistician is maintained and regularly shared with the division.
KRA #3 Promote regional and national statistics governance 25%	<ul style="list-style-type: none"> • Strategic frameworks for statistics in the region (e.g. the Strategic Framework for Pacific Statistics 2022-2030, known as TYPSS II) are kept up to date, progress is monitored, challenges/barriers that arise inhibiting objectives being achieved are understood and mitigated/responded to as appropriate • Member countries seeking support for National Strategies for the Development of Statistics (NSDS), or similar strategic frameworks get the support they seek • Key strategic gaps within the NSDS are identified and steps taken to address them. • Production of at least one knowledge product every six months on a statistics policy or governance related topic, with evidence to support they are being used. • Positive and mutually constructive relationships with key stakeholders – in member countries, donors, and implementation partners.
KRA #4 Analysis, training and technical assistance 25%	<ul style="list-style-type: none"> • Analysis of financing and potential financing of statistics (from all sources) is undertaken and used to inform decision-making • Annual paper (in collaboration with PFTAC) for the Forum Economic Ministers' Meeting and similar reports or think-pieces are prepared as required and inform relevant decision-making • Training relating to the use and interpretation statistics for evidence-based strategy and policy issues are coordinated and delivered in collaboration with other team members for member countries

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

Building consensus and coordinating activities with broad support from diverse groups of stakeholders including member countries, technical implementation agencies and donors.

Identifying and analysing strategic challenges relating to statistics and building realistic solutions.

Functional Relationships & Relationship Skills:

<i>Key internal and/or external contacts</i>	<i>Nature of the contact most typical</i>
Internal	
<ul style="list-style-type: none"> • Team • Other SPC technical divisions, e.g. PHD, HRSD, SPL, ISD/PDH, LRD, GEM, CCES and FAME • Corporate services (OMD) 	<ul style="list-style-type: none"> • Coordination of technical assistance, data analysis, training and other governance, coordination and engagement activities • Using SPC systems and processes to contract and manage specialist consultant inputs
External	
<ul style="list-style-type: none"> • Heads and staff of National Statistics Offices and of planning divisions, agencies or departments • Donors / development partners (e.g. Australian and New Zealand Foreign Affairs; World Bank) • Technical Partners (e.g. World Bank, PIFS, CROP agencies, UNFPA, UNDP, UNICEF, ILO, ADB, ABS, SNZ, PFTAC) • Data Users – global, regional, national; government and non-government • Contractors and consultants 	<ul style="list-style-type: none"> • Prioritising offers and requests for assistance at both strategic and operational levels • Influencing policies and practice both regionally and internationally • Presenting the SPC as an expert and leading voice in the Pacific region to be respected and listened to, promoting coordination and building a base for further resourcing • Working with stakeholders to coordinate meetings/forums (e.g. HoPS, PSMB, PSSC & DDPG), communicating statistics governance, coordination and usage issues and analysis to both experts and non-experts

Level of Delegation:

Nil

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a

combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Postgraduate degree in statistics, economics, public policy, aid management or other academic discipline related to the role; or equivalent combination of degree and work experience 	<ul style="list-style-type: none"> Member of a recognized professional association or related bodies Adult learning, training or capability building qualifications Project management qualifications

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> 10 years of relevant experience with official statistics, public sector management and/or aid co-ordination Project management experience A comprehensive understanding of the challenges developing countries (particularly Pacific small island states) face in the production and use of official statistics Excellent oral and written English language communication. Demonstrated ability to work with people from different national and cultural backgrounds 	<ul style="list-style-type: none"> Working in a developing country environment, preferably in the Pacific Island region Experience in designing and delivering training for professionals Skilled with Stata, R or advanced Excel for statistics and data analysis French language

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> Understanding of operating environments of National Statistical Systems in Pacific Island countries and territories Policy, strategy, planning and implementation relating to official statistics Knowledge of Pacific regional architecture and statistical environment Knowledge of key statistical concepts and priorities in the region
Advanced level	<ul style="list-style-type: none"> Provision of best-practice technical advice and training Strategic influencing and stakeholder engagement Communication and professional networking skills
Working knowledge	<ul style="list-style-type: none"> Staff and consultant management skills Technical skills in data collection, management, analysis and use
Awareness	<ul style="list-style-type: none"> SPC Regulations and Policies

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.