Pacific Community
Communauté du Pacifique

JOB DESCRIPTION

Job Title:	Data Management Officer
Division/Team:	Statistics for Development Division (SDD) / Statistics Infrastructure and Dissemination
Location:	Nouméa, New Caledonia
Reporting to:	Statistics Advisor (Data Systems)
Number of Direct Reports:	None
Purpose of Role:	Support daily operations of PDH.STAT, the online statistical database of the Pacific Data Hub, managed by the Statistics for Development Division (SDD) of the Pacific Community. The position will be responsible for preparing and uploading data to the database, supporting internal and external data providers, setting-up new data products, assessing data quality and monitoring the platform.
Date:	February 2023

Organizational Context and Organization 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"

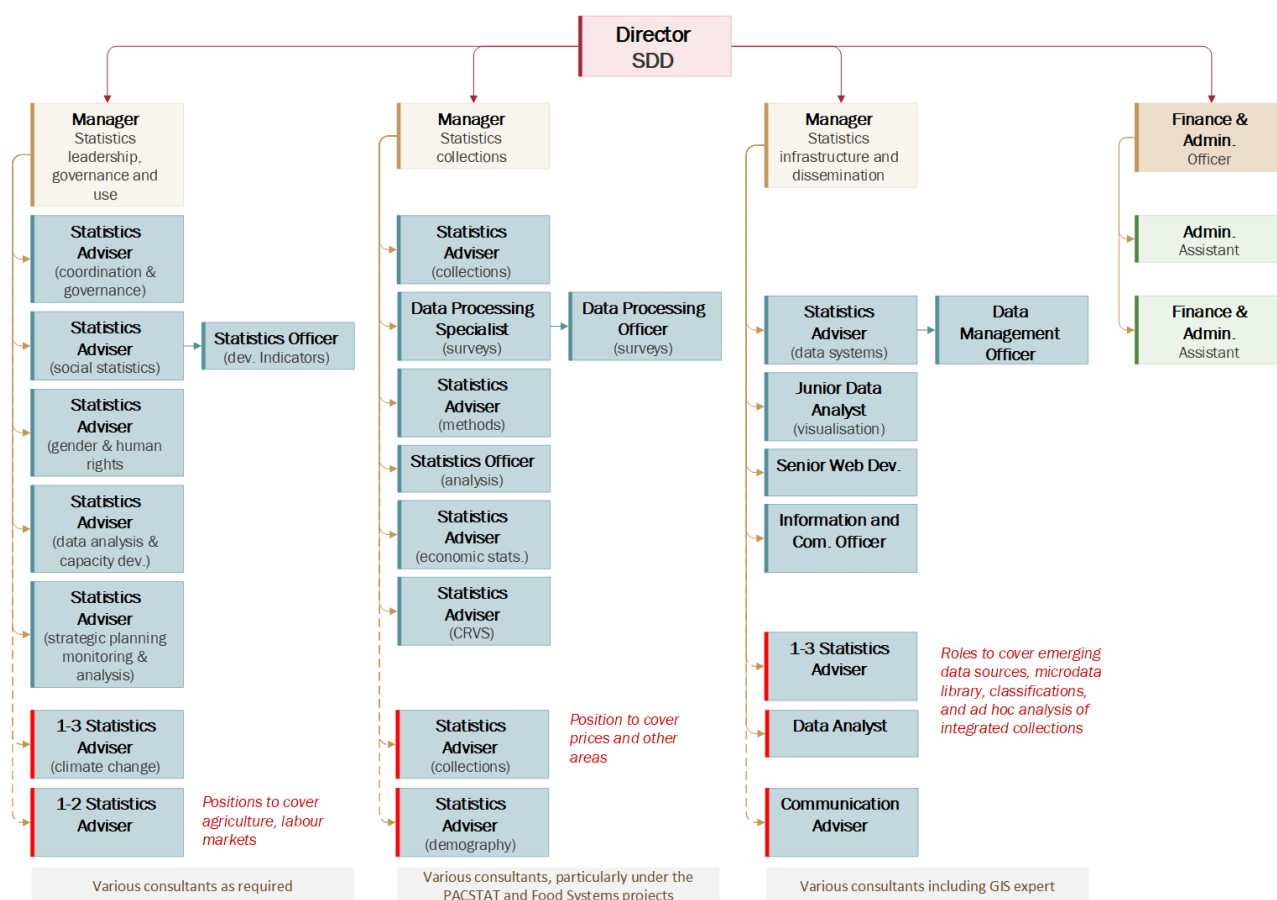The SDD is organized in three professional/technical teams. These are:

- 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 early 2023 are:

- 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)

Director SDD

Manager — Statistics leadership, governance and use
- Statistics Adviser (coordination & governance)
- Statistics Adviser (social statistics) → Statistics Officer (dev. Indicators)
- Statistics Adviser (gender & human rights)
- Statistics Adviser (data analysis & capacity dev.)
- Statistics Adviser (strategic planning monitoring & analysis)
- 1-3 Statistics Adviser (climate change)
- 1-2 Statistics Adviser — *Positions to cover agriculture, labour markets*
- Various consultants as required

Manager — Statistics collections
- Statistics Adviser (collections)
- Data Processing Specialist (surveys) → Data Processing Officer (surveys)
- Statistics Adviser (methods)
- Statistics Officer (analysis)
- Statistics Adviser (economic stats.)
- Statistics Adviser (CRVS)
- Statistics Adviser (collections) — *Position to cover prices and other areas*
- Statistics Adviser (demography)
- Various consultants, particularly under the PACSTAT and Food Systems projects

Manager — Statistics infrastructure and dissemination
- Statistics Adviser (data systems) → Data Management Officer
- Junior Data Analyst (visualisation)
- Senior Web Dev.
- Information and Com. Officer
- 1-3 Statistics Adviser — *Roles to cover emerging data sources, microdata library, classifications, and ad hoc analysis of integrated collections*
- Data Analyst
- Communication Adviser
- Various consultants including GIS expert

Finance & Admin. Officer
- Admin. Assistant
- Finance & Admin. Assistant

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%	• 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 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. • 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 Keeping PDH.STAT statistical database up to date and improving the quality of statistics **30%**	• A data update calendar is kept up to date indicating for each dataset on PDH.STAT a series of information such as the data provider, the data collection method, the date of last update and expected update frequency. • Periodic data harvesting processes (monthly/quarterly/annual) to collect data from external parties (mostly other international organisations) are executed in a timely manner. Possible issues with these processes are investigated and fixed. • Punctual data update requests received from SDD/SPC/external colleagues are treated in a timely manner, this includes reformatting data to fit in a standard data loading template in Excel and uploading the data to the database. • Data to be uploaded to the database is checked beforehand with available tools, possible issues are solved in collaboration with data providers before data is loaded. • Data quality issues reported by users are reported to data owners and if possible solved in collaboration with them. • An overall validation and quality assessment is run annually which includes among others bilateral meetings with data owners, evaluations of spatial and temporal coverage, timeliness and granularity of data published, quality and completeness of the metadata. • Business processes related data updates and quality management are documented.
KRA #3 Expanding the content of the database and supporting standardisation of statistical dissemination **40%**	• Data requirements and data gaps signalled by users are recorded in a systematic way. • New tables are prepared in the database using existing templates and tools. This includes modelling statistical tables using standard concepts and code lists, prototyping new statistical tables in the internal version of the database, adjusting and validating the new tables with the data owners, and releasing the new data on the public version of PDH.STAT. • Data providers are invited as much as possible to format their data according to defined standards and to use templates to update their data in PDH.STAT. • Data upload templates are prepared and configured for data providers upon request. • Support is provided to data owners for using data upload templates (for instance for setting-up the templates, formatting, validating or uploading data and metadata). • Business processes related creating new datasets in .STAT and setting-up data update templates are documented.
KRA #4 Monitoring and testing the platform **20%**	• The monitoring dashboard is checked daily and punctual issues or anormal trends are reported. • Bugs and feature requests reported by users are recorded in a systematic way and discussed before being channelled back to the maintainers of the .STAT Suite software platform. • New versions of the application platform are tested in preparation of their release.

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):

- Perform complex data manipulation and transformation tasks.
- Assess compliance of data structures with defined templates and issue recommendations on the application of data standards.
- Execute different types of processes (manual and semi-automated) for collecting data from heterogeneous sources in a timely manner.
- Understand and apply PDH.STAT processes and procedures involving different software components relying on various technologies (Excel, Python, PostgreSQL, .STAT Suite). Identify and address issues punctually encountered with these processes.
- Coordinate numerous tasks at the same time, setup and efficiently execute a workplan including daily, monthly, quarterly and annual deadlines.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
Internal	
• SDD statisticians responsible for different datasets published on PDH.STAT. • Colleagues from other SPC divisions and programmes providing data to PDH.STAT.	• Continuous exchange to ensure data and metadata is up to date, discuss possible data quality issues and promote standardisation of data content and data exchange practices.
• SDD/SPC data users and analysts	• Collect and consolidate requirements • Collaborate on the integration of new data required (data gaps) and/or the integration of new data produced (results) in PDH.STAT.
External	
• External agencies from which data is collected for PDH.STAT	• Contact data support services of external agencies in case of question or issue with data collected.
• Data users and sponsoring organisations	• Collect and consolidate requirements (data gaps) and feedback on the data or on the application.
• OECD and other partners from the Statistical Information System Collaboration Community (SIS-CC) implementing .STAT Suite. • Regional and international groups related to the SDMX specification.	• Contribute to the community work by channelling back issues reported by users and collaborating on fixing bugs or developing new features for the PDH.STAT database.

Level of Delegation:

The position holder can authorise all budgeted costs in own budget, as defined in the Instrument of Delegations.

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:
• A master's degree in statistics, economics, computer science or a related field.	

Knowledge/Experience

Essential:	Desirable:
• 3-5 years of relevant practical experience in a data-intensive work environment. • Experience in data modelling, data preparation and data quality assessment. • Knowledge of one or more data management software (e.g. Python). • Good interpersonal skills, team player with ability to network and effectively work in a multicultural setting. • Capacity to learn continuously.	• Experience with relational database systems (e.g. PostgreSQL). • Knowledge of standards and software specific to the industry of official statistics (e.g. SDMX, .STAT, GSBPM). • If anglophone, a working knowledge of French. If francophone, a working knowledge of English.

Key Skills/Attributes/Job Specific Competencies

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

Expert level	• Knowledge of PDH.STAT processes and procedure supporting all key services related to updating data and metadata and preparation of new data products. • Analytical and problem-solving skills including the ability to quickly identify important issues and present possible outcomes and solutions.
Advanced level	• Communication skills, including ability to provide succinct reports on data or platform related issues. • Effective liaison with colleagues from SDD, other divisions of SPC and external partners, especially in relation to data management and modelling practices. • Ability report issues and collaborate with maintainers of the .STAT Suite software platform.
Working knowledge	• Project/task management and the ability to manage autonomously and efficiently a work program that includes daily, monthly, quarterly and annual deadlines.
Awareness	• SPC rules, policies and procedures.

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 demeanour
- 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.