



JOB DESCRIPTION

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| Job Title: | Statistics Adviser (Data Systems) |
| Division/Team: | Statistics for Development Division (SDD) Statistics Infrastructure and Dissemination (SID) |
| Location: | Noumea, New Caledonia |
| Reporting to: | Manager Statistics Infrastructure and Dissemination |
| Number of Direct Reports: | None |
| Purpose of Role: | Provide statistical expertise, technical support and contribute to capacity building related to development and management of data systems and the dissemination of key development indicators (including the Sustainable Development Goals). A key responsibility of the role will be managing the Pacific Data Hub.Stat platform ensuring adherence to the SDMX standard, building SDMX expertise, supporting dataset modelling and import, and collaborating with partners to harmonise statistical processes for effective data dissemination in the Pacific. |
| Date: | December 2023 |

Organisational Context and Organisation Chart

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 member countries and territories. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience and agriculture.

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 organised in three professional/technical teams. These are:

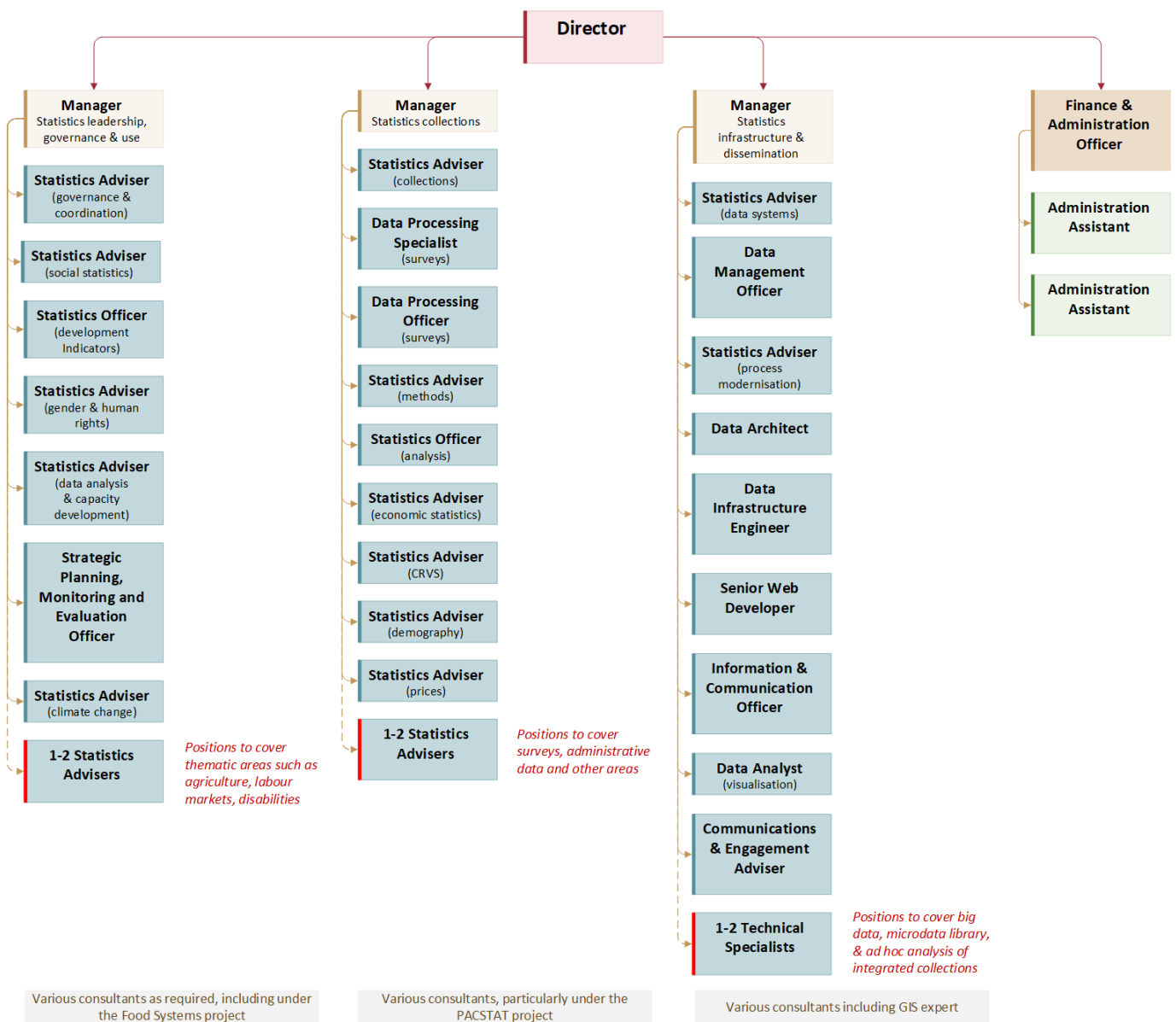
- Statistics leadership, governance and use
- Statistics collections (including census, survey and administrative data)
- Statistics infrastructure and dissemination

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 |
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| KRA #1 Ways of working 10% | <ul style="list-style-type: none"> • Demonstrable contribution is made as an individual and team-member to the organisational or 'ways of working' objectives in the division business plan. • SDD is recognised as the regional leader in maintaining and disseminating well structured, interoperable statistical indicator datasets which can be harvested by other agencies and users. |
| KRA #2 PDH.Stat data integration 50% | <ul style="list-style-type: none"> • The content of the PDH.Stat indicator database is expanded following requests expressed by users, colleagues and stakeholders. • Datasets are modelled in collaboration with subject-matter specialists and validated with them before publication. • Data structures are implemented to enable data interoperability, structure components used in PDH.Stat make use of common concepts and code lists. • Datasets have complete structural and referential metadata and adhere to the SDMX standard. • Possibilities of enriching datasets and re-using data as part of the PDH.Stat process are discussed with data owners when new datasets are prepared. • The STAT software platform is up to date and feedback on issues (bugs and feature requests) identified during testing or reported by users is provided to the OECD to contribute to the improvement of the product. • Development partners are informed of PDH.Stat and understand how to access data. |
| KRA #3 Improve data exchange and dissemination within SDD and in the region 30% | <ul style="list-style-type: none"> • Opportunities for improving statistical dissemination are identified and presented to SDD colleagues. • Standardisation of data exchange between SDD and member countries (e.g. using a template for delivering data) is promoted internally and externally and piloted with National Statistics Offices. • Proposals are made regarding best-practices and standards for statistical data exchange and dissemination. • Data harvesting processes are developed and maintained to enable re-dissemination of Pacific data collected from partner agencies. • Upon request indicators are produced from microdata for PDH.Stat and accompanied with appropriate metadata. A standardised approach for producing indicators for PDH.Stat from microdata is followed. • Communication and training material on PDH.Stat/SDMX targeting SPC and National Statistics Offices is produced and maintained. |
| KRA #4 Support and partnerships 10% | <ul style="list-style-type: none"> • Strong partnerships and collaborations established with external stakeholders, especially National Statistical Offices (NSOs), to understand their needs, challenges, and priorities in statistical data exchange and statistical dissemination. |

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| | <ul style="list-style-type: none"> • Expert guidance and support provided to member NSOs in standardising statistical data and metadata reporting. • Act as a key liaison between the Statistics for Development Division (SDD) and external partners, ensuring effective communication and harmonious working relationships. • Contribution to workshops, training sessions, and knowledge-sharing events to promote best practices and facilitate mutual learning among NSOs and the Pacific Data Hub programme. |
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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):

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| <ul style="list-style-type: none"> • Coordination and management of all dataset modelling activities across SDD and SPC; development of Data Structure Definitions. • Development of well thought-out SDMX artefacts which can be implemented to enable logical interconnections and consistency with other models. • Explaining SDMX Concept Schemes, Data Structure Definitions (DSDs), Code Lists, Dataflows etc. to non-technical audience. • Aggregating, linking and repurposing existing datasets as necessary for import into PDH.Stat. • Implementation of statistics dissemination priorities under the Strategic Framework for Pacific Statistics and SDD’s Business Plan. • Management, initialisation and resource mobilisation for projects related to the improvement and/or implementation of statistical indicator collection and dissemination activities in the region. • Coordinating data management and standardisation activities with a large number of development partners. • Conducting statistical training and capacity building both internally and sub-regionally across a broad range of thematic areas. • Interpretation and analysis of a wide range of statistical domains including, but not limited to economic statistics such as international trade, balance of payments, national/government financial accounts and business statistics; Social statistics, such as labour force statistics, population statistics, gender statistics, education statistics and general wellbeing statistics; Sustainable Development Goals. |
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Functional Relationships & Relationship Skills:

| Key internal and/or external contacts | Nature of the contact most typical |
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| Internal | |
| <ul style="list-style-type: none"> • SDD director, managers and colleagues; • SPC Senior Leadership team; • Operations and Management Directorate; • Other SPC Divisions. | <ul style="list-style-type: none"> • Plan and coordinate programme activities with SDD director, managers, and colleagues; • Provide cross-divisional technical support on SDMX data modelling and data management best-practice. |
| External | |

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| <ul style="list-style-type: none"> • Government Statisticians across the Pacific • NSO staff involved in statistical reporting. • Universities and research institutions, technical staff/specialists from other regional and international organisations, such as World Bank, PFTAC, ABS, Stats NZ, ADB, SIAP, UNESCAP, UNSD, UNDP, UNICEF, UNFPA, USP, ANU/Data61 • Donor agencies (DFAT, MFAT, EU, ADB, World Bank, etc.) • Regional and international advisory groups (e.g. SDMX working groups and task forces) | <ul style="list-style-type: none"> • Coordinating data management support for SDD Division for TA and training; • Training of staff and undertaking technical assistance discussions; • Coordinating program collaboration, discussing technical matters and discussing budget issues; • Applications for funds for data management related projects; • Represent Division and SPC in regional and international fora regarding SDMX and data management. |
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Level of Delegation:

Routine Expenditure Budget: *None*

Budget Sign off Authority without requiring approval from direct supervisor: 50 €.

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

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| <p>Essential:</p> <ul style="list-style-type: none"> • Either a Master’s degree in statistics, economics or a related discipline with strong data management experience; or A Master’s degree in IT with strong data and official statistics experience | <p>Desirable:</p> <ul style="list-style-type: none"> • Project management certification |
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Knowledge/Experience

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| <p>Essential:</p> <ul style="list-style-type: none"> • Minimum of 10 years of demonstrated experience as either: <ol style="list-style-type: none"> 1. A subject-matter specialist (in economic statistics such as international trade, balance of payments, national and financial accounts and business statistics; or social statistics, such as labour force statistics, population statistics, education statistics and general wellbeing statistics); or 2. An IT/data specialist (who has experience working with official statistics or a related discipline); • Experience using SDMX and implementing data-management best-practices; | <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of, and some experience in other key areas of statistics outside area of formal training; • Experience in design, implementation and analysis of censuses or surveys, and integration of appropriate/relevant outputs into indicator compilation; • Experience in utilisation of administrative data, preferably in a developing country environment; • Previous work experience in a developing country environment, preferably in the Pacific Island region; • Knowledge of .Stat Suite (OECD dissemination platform); |
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| <ul style="list-style-type: none"> • Broad statistical experience, particularly in general statistical concepts, data collection and analysis techniques; • Database and data-warehousing experience; • English language proficiency, and competence in writing and delivering technical reports and presentations; • Experience in professional training and staff development, including the planning and running of technical workshops; • Experience with data processing and statistical analysis tools e.g. Python, R, Stata, CSPro, SPSS | <ul style="list-style-type: none"> • If anglophone, a working knowledge of French. If francophone, a working knowledge of English. |
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Key Skills/Attributes/Job Specific Competencies

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

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| Expert level | <ul style="list-style-type: none"> • Proficiency in developing and maintaining data structures and semantic assets. Experience in managing concepts, codelists, and mappings in line with global standards. • In-depth understanding of SDMX, including the implementation of SDMX as a full solution for collection and dissemination of statistics; • Ability to explain, for example, Concept Schemes, Data Structure Definitions (DSDs), Code Lists, Dataflows etc. • Effective liaison with colleagues from other technical agencies in providing statistical leadership in a broad range of statistical areas; • Statistical training capacity, including ability to effectively transfer skills to national counterparts. |
| Advanced level | <ul style="list-style-type: none"> • Expertise in other areas of statistics outside field of formal training; • Communication skills, including ability to provide succinct written technical reports and analysis; • Effective liaison with colleagues from other technical divisions of SPC, especially in relation to data management and modelling; • Demonstrated knowledge and organisational skills; as evident from designing and implementing an effective technical work programme. • Good understanding of the link between data collection and utilisation, particularly with regards to informing policy development and planning; • Demonstrated ability to effectively address varying information demands of different groups of clients and stakeholders; • Good interpersonal skills, team player with ability to network and effectively work in a multicultural setting, and with other agencies in the region involved in statistical work; |
| Working knowledge | <ul style="list-style-type: none"> • Good understanding of population censuses and household surveys to effectively extract and process datasets. • Project management |
| Awareness | <ul style="list-style-type: none"> • Knowledge of statistical concepts and methodologies. |

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| | <ul style="list-style-type: none">• SPC Rules, Policies and Procedures. |
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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.