

ROLE PROFILE FOR Data Analyst/Statistical Researcher

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

Data Services is part of the Central Services of the Church of England, providing statistical information, analysis, research and consultancy. The team works collaboratively with the NCIs, dioceses and parishes collecting and assembling data to support the Church's missional, pastoral and operational activities through high-quality information and analysis. This is used locally, at parish, diocesan and national levels, involving the Team in a wide range of customer contacts and interfaces.

The Data Services Team works to promote data collection that is efficient and effective, producing high-quality services and deliverables geared to a varied range of customer needs. Within the Team, the Data and Analysis unit leads on carrying out data collection and analysis and establishing best practice for research and use of data. It acts as the professional centre of

March 2024

excellence to inform and assist operational and development work within the Team, the NCIs, and the wider Church of England.

What you'll be doing

The purpose of the post is to support the mission of the Church of England by ensuring that high quality data are collected, made available, and appropriately used in decision-making at local, regional, and national level. This analyst role also carries an emphasis on supporting the Church of England to achieve net zero carbon by 2030. 50% of the role will support the Netzero programme by running the Energy Footprint tool, working with Dioceses and Churches to collect energy data, analysing the resulting dataset and reporting to assist with tracking the important progress of this work.

MAIN DUTIES AND RESPONSIBILITIES

- Working with data received from churches, parishes, dioceses, and cathedrals to ensure best possible quality in terms of consistency, timeliness and accuracy, including undertaking an appropriate share of routine validation and processing.
- Analysing data, and preparing reports for publication of statistics relating to church attendance, parish finances, ministry, cathedrals, parish census and deprivation, and other agreed Business as Usual (BAU) deliverables.
- Working with key stakeholders to review and improve data collection processes and ensuring these are accurately documented, tested and implemented.
- Providing professional expertise and support to colleagues leading other work within the Data Services Team.
- Providing analysis, insight and statistical advice in response to NCIs', Synodical, Parliamentary and official enquiries and working parties, including the drafting of responses and material for publication.
- Assisting, advising and providing professional support for the creation and development of resources that will help churches, parishes and dioceses better understand and engage with their data.
- Helping to organise and contribute to Data Services events and activities, including those for diocesan and NCI colleagues and members of General Synod.
- Overseeing the Energy Footprint Tool, including leading on question design, data analysis, and reporting
- Responding to queries regarding the Energy Footprint Tool from diocesan colleagues
- Producing analysis and reports to aid NetZero decision making

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- Data collection and survey design.
- Working with complex data sets, including checking and correcting errors in large datasets, carrying out data analysis, and writing reports.
- Using Excel and its statistical functionality to an advanced level.
- Providing data, analysis, and interpretation to meet customer requirements.
- Ability to explain clearly numerical concepts and findings to expert and non-expert audiences.
- Effective oral and written communication of data analysis, methodology, and results.
- Knowledge of a range of data analysis techniques and when they should be used.

Skills & Abilities:

- Numeracy.
- Analytical skills and the ability to check and analyse numerical information appropriately.
- Demonstrable ability to use specialist statistical software such as R.
- Research skills and knowledge of quantitative research methods demonstrated through professional experience and/or a good degree or equivalent involving a substantial quantitative element.
- Understanding customer needs, identifying and delivering solutions, and building customer relationships.
- Excellent attention to detail.
- Willingness to learn new software and techniques.
- Comfortable working independently and in collaboration.
- Ability to follow established processes and contribute to the design of new approaches.
- Self-motivated and able to plan and deliver several concurrent tasks to meet deadlines.
- Ability to manage working relationships effectively, with people with a wide range of roles and experience.
- Flexibility and a capacity to manage change.
- Sympathy with the aims and practices of the Church of England.

Desirable

- Knowledge of qualitative research methods.
- Knowledge of using internet-based tools to design and deliver surveys (e.g. Survey Monkey).
- Knowledge of Church of England structures and ministry as context for work of the Team.
- Working with mapping software, such as ArcGIS or MapInfo.
- Use of databases, for example Microsoft Access.

Vacancy Summary

JOB TITLE:	Data Analyst/Statistical Researcher
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Data Services
GRADE:	Band 5 Standard Point
SALARY:	£38,918
WORKING HOURS:	35 hours per week
PRIMARY OFFICE LOCATION:	Church House
HYBRID WORK ARRANGEMENTS:	1-2 days per week in the office
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8017363
COST CODE:	50506
PARENT POSITION:	Senior Statistical Researcher