

**JOB TITLE: DATA ANALYST -  
SEXUAL OFFENCES AND DOMESTIC VIOLENCE POLICY UNIT**

**REPORT TO:** Manager, Sexual Offences and Domestic Violence Policy Unit (SODVPU)

**MINISTRY/DEPARTMENT:** MINISTRY OF HUMAN SERVICES AND SOCIAL SECURITY

**PURPOSE:** To carry out the processes of collecting, processing, and performing statistical analyses on datasets of the SODVPU to discover useful information, suggest conclusions, and support policy and decision-making.

The Data Analyst is responsible for overseeing our data systems and reporting frameworks, guaranteeing the integrity and precision of data. The individual will transform raw data collected from our case workers into structured information, which will then be analyzed to drive programs and policy in the Ministry. This position encompasses a comprehensive analysis lifecycle, covering requirement gathering, activity execution, and design planning.

**KEY OUTPUTS:**

- Strategic decision-making by uncovering trends and insights that can guide programs and policies and improve outcomes.
- Improving Efficiency of the department by data analysis.
- Risk Management by identification of trends and devising strategies to mitigate these risks.

**RANGE OF ACTIVITIES**

1. Data Quality and Integrity:

- Ensure that data is accurate, consistent, and reliable throughout its lifecycle.
- Cleanse data and scrutinize computer-generated reports and outputs to identify and rectify errors.

2. Collecting Data from Various Sources

- Gather data from various sources, including databases, APIs, and third-party sources and ensure the upkeep of databases and data systems.

3. Developing and Supporting Reporting Processes

- Create and maintain processes to generate accurate and timely reports that help staff understand and act on key data insights.
- Identify opportunities for process enhancements within the department.
- Engage with managers within the department to specify data requirements for analysis projects for the SODVPU.

#### 4. Developing Automated Processes for Data Scraping

- Design scripts and tools to automatically extract large volumes of data from various locations and/or other digital sources, improving efficiency and availability.

#### 5. Interpret Data

- Detect, examine, and decode trends or patterns within intricate datasets
- Employ statistical techniques to scrutinize data and produce insights
- Develop data dashboards, charts, and visual aids to support decision-making across departments

#### 6. Performs Complex Analyses

- Conduct in-depth data analyses using advanced statistical methods and tools to uncover patterns, correlations, and insights

#### 7. Maintaining Databases

- Manage and update databases to ensure they are secure, accessible, and function properly. This role is crucial in supporting ongoing data storage and retrieval needs.

#### 8. Collaboration

- Coordinate with management and other departments to align with the Ministry priorities

### **MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Possess a solid foundation in statistics and practical experience with statistical software (such as Excel, SPSS, SAS) and mastery in data analysis languages including SQL, Python, and R.
- A bachelor's degree in Computer Science, Information Management, Statistics, or comparable discipline is required, with prior experience in data analysis or a related field being advantageous.
- Experience in Microsoft Office: Word, Excel, PowerPoint, etc.

### **DECISION-MAKING, PROBLEM-SOLVING**

The job holder is required to make administrative and operational decisions within his/her broad discretionary powers. Exhibit exceptional analytical abilities to compile, structure, examine, and present substantial data sets with precision and thoroughness. He/she must be capable of critically evaluating data to derive meaningful, actionable insights. The job holder must demonstrate superior communication and presentation capabilities, adept at simplifying complex data insights for audiences without a technical background.

## **RESOURCE MANAGEMENT**

Regular supervision of staff data collection and database management is required to ensure reports are submitted in a timely and accurate manner. Must be able to engage staff and stakeholders in positive interactions and troubleshoot problems as they surface. Adept at report writing and presenting findings for all audiences. A deep understanding of Gender-based Violence and GBV Case Management is a plus.

## **COMMUNICATION**

Regular discussions on all aspects of the department's operation will be required. Good lines of communication between the Liaison Officers and all staff- Managers, Case Workers, etc. in needed. Must be able to maintain confidentiality at all times.

## **WORKING CONDITIONS**

The environment requires working beyond the normal call of duty since the nature of GBV case management has its unique challenges. Willingness to work flexible hours as needed, and handle emergencies which may occur daily, nightly, or overnight. Ability to work under pressure and meet tight deadlines is required.