



Job Description

Administrative Officer

Job Title	Data Administrator
Grade:	Administrative Officer
Department:	Cabinet Office
Division:	Statistics Isle of Man
Responsible to:	Research Coordinator

Who are we?

Statistics Isle of Man is responsible for most of the statistics and insights about the Isle of Man, including its economy, its people and its visitors. A few examples of the data we collect are:

- Inflation and labour market statistics
- Social attitudes and business confidence
- GDP and visitor data
- The Isle of Man Census

We are also involved in assisting other departments with their survey and consultation needs, providing data and advice to the Council of Ministers, Chief Officers and others.

What will you be doing?

As an Administrative Officer for Statistics Isle of Man, you will be responsible for the group's research programme, and this will include:

1. Isle of Man Labour Market report

- Collect and input monthly unemployment and job vacancy data
- Prepare monthly report for consideration by Council of Ministers and distribution to the general public.

2. Isle of Man in Numbers

- Collect and input a wide range of data from across the Isle of Man Government that forms part of the Isle of Man in Numbers, including chasing returns where necessary.
- Prepare the Isle of Man in Numbers report, including proof reading and open data spreadsheets.

3. Council of Ministers Quarterly Economic and Statistical Report

- Collect and input the data require for the Quarterly Economic Report to the Council of Ministers.
- Prepare the Quarterly report documentation and open data spreadsheets.

4. Living Wage

- Assisting with the collection and inputting of data relating to the Isle of Man's Living Wage report.

Job Description

Administrative Officer

4. Inflation

- Assist with the price collection exercise for the inflation report
7. Provide a first point of contact for enquiries from the general public, businesses and others for queries or requests for additional information.
8. Any other duties as may be required.

Representation and Corporate Contribution

The post holder may represent Statistics Isle of Man, Cabinet Office in a range of settings, forums, committees, working groups and events . It is expected that you will be a committed ambassador of Statistics Isle of Man and the Cabinet Office and the work that it seeks to achieve.

Provision of Advice and Information

You will be a source of information for the general public, Members of Tynwald and officers of Government.

Performance Management and Improvement

All Civil Servants have a personal responsibility for performance management. The post holder will be expected to contribute to their annual performance development review and interim performance reviews.

Health and Safety

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Environment Safety and Health Directorate.

Integrity

All staff of the Cabinet Office are expected to recognise that the everyday business of the Office Cabinet Office requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of Cabinet Office business and to uphold such confidences both in administering the business of the office and outside of the office.

Person Specification

Administrative Officer

What do you need to be successful in this role?

Attributes	Essential or Desirable	Method of assessment
Qualifications		
No formal qualifications required for this post	D	CV
Experience		
Preparation of high quality reports, including proof reading	D	CV/Interview
Experience of working in an office environment	D	CV/Interview
Knowledge and Skills		
Ability to work collaboratively and build effective working relationships across Government	E	CV/Interview
Confidence using Microsoft Office packages	E	CV/Interview
Knowledge of statistical software packages such as SPSS or Stata	D	CV/Interview
Clear and effective oral and written communication skills.	E	CV/Interview
Disposition		
Highly motivated and self-directed, able to act under own authority, with minimal supervision	E	CV/Interview
Remains calm under pressure.	E	CV/Interview
Confident in dealing with queries from a range of audiences	E	CV/Interview
Comfortable in dealing with officers at a range of seniority across the organisation	D	CV/Interview
Circumstances		
Isle of Man Worker	D	Application / Pre-employment checks