



MINISTRY OF TOURISM
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Research & Data Analyst
JOB GRADE:	SOG/ST 7
POST NUMBER:	72714
DIVISION:	Strategic Planning, Performance & Project Management
BRANCH:	Strategic Planning, Performance & Project Management
REPORTS TO:	Senior Director, Strategic Planning, Performance & Project Management
MANAGES:	N/A

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

1. STRATEGIC OBJECTIVES OF THE ENTITY/DEPT/DIVISION *(in which the position is located)*:

TBD

2. JOB PURPOSE

Under the general direction of the Senior Director, Strategic Planning, Performance and Project Management, the Research & Data Analyst is responsible for advancing the research and analytic needs of the Division and its key stakeholders.

3. KEY OUTPUTS

- Strategic research advice and expertise provided
- Stakeholders engaged and recommendations provided
- Research designs and solutions developed and recommended
- Research and analytical tools developed and implemented
- Research conducted and research papers produced
- Data sets produced
- Quantitative and qualitative analysis conducted
- Annual/Quarterly/Monthly/Periodic Reports prepared
- Individual Work plan developed

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Provides strategic research advice and expertise to the Ministry of Tourism's key internal stakeholders to better inform decision-making.
- Engages stakeholders and provides recommendations on appropriate evidence-based research strategies and pathways.
- Develops and recommends research designs and solutions that best meet the Ministry's objectives, and which drive the development of practical initiatives and outcomes.
- Developing complex data analysis, methodologies, and predictive data models for assessing outcomes relating to the strategic planning for the tourism sector.
- Develops research and analytical tools and practices that better enable research initiatives to meet the needs of the Ministry of Tourism.
- Proactively work with Senior Executives and other critical stakeholders to ensure that data provisions are tailored to their priorities and supports their decision-making requirements.
- Extracts and collates information from a variety of internal and external sources relating to the Ministry's initiatives.
- Designs evidence-based mixed methods approaches to analyze and interpret a variety of large and complex data, including descriptive statistics, single variable analysis, correlations, sensitivity analysis and trend analysis.
- Provides large and complex data sets in accessible, meaningful and understandable formats for a broad spectrum of users in the Ministry and other related stakeholders.
- Conducts research in relation to analysis of existing data or formulating proposals for system changes to better meet service needs.

- Manages data integrity and ensuring data is accurate before utilized for analysis and reporting;
- Provides Tourism and related data in a number of formats including dashboards, graphs, charts and reports.
- Generates insights to deliver actionable findings and recommendations that will improve the impact of the Ministry's mandate.
- Assists in the development, implementation and maintenance standard operating procedural manuals on Research methodology and Data Analytics.
- Identifies and utilises information technology solutions to enable the Ministry to more easily analyse, store, retrieve and disseminate data.
- Recommends the latest tools/techniques in Research methodology and Data Analytics to aid MT meet its business requirements.

Management/Administrative Responsibilities

- Contributes to the development of the Division's Strategic, Operational Plan and Budget.
- Develops Individual Work Plans based on alignment to the Division's Plan.
- Participates in meetings, seminars, workshops and conferences as required.
- Prepares research reports and papers, as required.
- Prepares and delivers Research methodology and Data Analytics related presentations as needed.

Human Resources Responsibilities

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

5. PERFORMANCE STANDARDS

- Strategic research advice and expertise provided are evidence-based and timebound.
- Stakeholders engaged and recommendations provided in accordance with established procedures and timeframes.
- Research designs and solutions developed and recommended in keeping with agreed standards and timeframes.
- Research and analytical tools developed and implemented accords with best practices, agreed standards and timeframes.
- Research conducted and findings compiled are sound and supported by qualitative/quantitative data.
- Annual/Quarterly/Monthly/Periodic Reports prepared are completed in accordance with required format, standards and timeframes.
- Individual work plans conform to established procedures and implemented accorded to establish rules.

- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Senior Director, Strategic Planning, Performance and Project Management	Receive guidance and professional support, provide timely, expert advice and exchange information
Senior Executives/Head of Divisions	Provide expert advice, build strong relationships to facilitate Research methodology and Data Analytics; and the exchange of information
General Staff	Receive and exchange information

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Ministries/Departments/Agencies	Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues
Performance Monitoring and Evaluation Unit, Cabinet Office	To collaborate on strategic/operational planning, performance monitoring and reform issues
Tourism Policy Implementors: JTB, TPDCO, TEF, JAMVAC, Baths and Spa etc.	Foster effective proactive relationships with other stakeholders, in particular community and/or industry groups for whom Research methodology and Data Analytics impacts are most critical
Other Stakeholders, example: Professional Bodies, Academia, etc.	To establish professional networks and provide/obtain advice/information/training
General Public	Receive and share information.

7. AUTHORITY

- Recommends research design techniques and methods.

8. REQUIRED COMPETENCIES

Core

- Oral Communication
- Written Communication
- Customer & Quality Focus
- Teamwork & Cooperation

- Integrity
- Compliance
- Interpersonal Skills
- Analytical Thinking

Technical

- Sound understanding of Research Design and Methodology.
- Ability to communicate results of complex analytic findings to both technical and non-technical audiences
- Exhibit strong analytic, technical, trouble-shooting, and problem-solving skills.
- Working knowledge of GOJ policy directed at the tourism sector (to include: Sustainable Development/Natural Resource Management) and associated areas.
- Working knowledge of the Government's governance framework, including relevant guidelines, regulations and legislation.
- Proficiency in the use of statistical (SPSS) or similar data analysis applications.
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool.
- Working knowledge of database and data visualisation applications.

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Economics, Statistics, Research Methodology, Public Administration, Information Management, Management Studies or a related discipline.
- Three (3) years related experience.

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally and internationally to attend conferences, seminars and meetings.