Job Description – Survey Statistician

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<th>Survey Statistician</th>
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<td>Business unit</td>
<td>Prices</td>
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<td>Group</td>
<td>Macro-Economic and Environment Statistics</td>
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<td>Location</td>
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<td>Grade and salary range</td>
<td>Pay group 1, pay band 2</td>
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**Introduction**

Statistics New Zealand is a department of the New Zealand Public Service. The Statistics Act 1975 provides the statutory authority for the provision of official statistics in New Zealand. It lays down the duties and responsibilities of the Government Statistician for the collection and dissemination of statistical information.

Statistics NZ is the leader of the Official Statistics System and a major producer of official statistics. The end outcome set out in Statistics NZ's Statement of Intent is:

"An informed society using official statistics."

**Mission**

Turning data into relevant knowledge, efficiently.

**Core values**

Statistics NZ is undergoing a period of change that includes the organisation assuming a greater leadership role in the public sector, responding to societal trends and changing expectations of clients in order to achieve its major outcomes. In line with this, the following core values are the guiding principles and behaviours for Statistics NZ:

- leadership
- integrity
- statistical excellence
- effective communication
- cooperation
- confidentiality and security.
The Prices unit is primarily responsible for compiling and developing regular statistical outputs relating to inflation. The aim of the unit is to be a centre of excellence on index numbers and their uses in the wider economic context. The unit is responsible for the following price indexes released by Statistics NZ: the Consumers Price Index (CPI), the Labour Cost Index (LCI), the Business Price Indexes (BPI) and the Overseas Trade Price Index (OTI).

The Prices unit:
- compiles a suite of inflation measures
- periodically reviews and redevelops inflation measures
- analyses and presents statistical information on price change
- specifies information needed to be collected to compile inflation measures
- answers enquiries from the media and advises users (both internally and externally) on inflation statistics, working closely with the customer servicing units
- advises management on statistical policy as it relates to inflation measures.

The Survey Statistician is an integral part of the team who is primarily responsible for the editing and validation of price index data.

The Survey Statistician works in a team environment and effective communication with other Prices unit staff is essential. The Survey Statistician is expected to ensure that supervisors and co-workers are kept well informed of personal work progress, problems encountered and solutions.

The Survey Statistician:
- Process data from a number of different modes – paper-based field pricing forms, postal questionnaires, the Internet, and administrative documents – including editing, validation, analysis and correction of data for price indexes.
- Learn and become familiar with the processing cycle of the price indexes.
- Identify inconsistencies and errors in data being processed and take appropriate action.
- Query data with the provider in a professional and friendly manner, and to good effect.
- Inform appropriate colleagues of achievements and problems experienced.
- Organise own work in such a way as to meet quality and throughput targets.
- Maintain effective relations with clients and other staff of Statistics NZ.
- Identify ways of achieving processing efficiencies or quality improvements, where possible.
- Follow, update and prepare documentation to ensure that agreed quality assurance standards are met.
- Assist with the training of less experienced survey statisticians.
- The Survey Statistician is supervised by and reports to the Subject Matter Project Manager (SMPM).
- Tasks and priorities are set in consultation with the SMPM who will also provide the necessary advice and training.
- From time to time, the Survey Statistician will be required to undertake projects, either alone or with assistance, reporting to an experienced Statistical Analyst or SMPM.

Person specifications

| A sound understanding of relevant background knowledge | A broad knowledge of the New Zealand economic and business environment.
| An awareness of current events and issues that are likely to affect the output of the Prices unit. |
| Numeracy | A practical understanding of basic numerical calculations such as percentage changes and ratios.
| The capacity to interpret numerical information, relate it real world events and judge whether it is in line with expectations. |
### Initiative, motivation and customer focus

- Is self-motivated and willing to learn and persevere with tasks.
- Has the capacity to respond appropriately to new ideas and different situations and can adjust to changing work priorities.
- Is flexible in coping with a variety of tasks.

### Sound interpersonal and good written and oral communication skills

- Has sound interpersonal and communication skills.
- Actively communicates to keep others aware of his or her work; shares information and is aware of what others are doing.
- Willingly seeks clarification and guidance when required.
- Makes a positive contribution to team discussions; prepares for meetings and is actively involved.

### Accuracy and quality improvement

- Is careful and methodical, and meets deadlines.
- Produces work of a good standard that is accurate and follows agreed quality procedures.
- Is able to use computer systems effectively, including spreadsheets to manipulate numbers. With training, is expected to use Lotus Notes, Excel, and the Statistics NZ Prices SMS (respondent management) and GIFT (price index) computer systems.
- Is able to capture data accurately and at the required rate.
- Consistently applies agreed procedures relating to contacting respondents about information supplied.
- Has an interest in improving quality and timeliness.

### Time and project management

Can effectively organise daily and weekly work to achieve goals and meet deadlines.

### General

Statistics NZ endeavours to provide a working environment which encourages the development of an individual’s potential and their contribution to the organisation, by offering challenges and opportunities.

Statistics NZ values having staff from diverse cultural backgrounds and with active interests outside of their working life. To help achieve this, the department aims to provide a supportive environment so that the individual can balance their working life and personal life. This is achieved through policies of work and family life, equal employment opportunities (EEO), and a healthy and safe work environment. All departmental offices are smoke free.

Statistics NZ is committed to developing an Equal Employment Opportunities workplace. All staff are required to comply with the department’s EEO policy. Discrimination on the grounds of race, colour, sex, nationality, ethnic origin, sexual orientation, religion, disability, family, age and marital status is not tolerated.