



<b>Job Title:</b>	<b>Data Analyst</b>
<b>Reporting to:</b>	<b>Head of Data and Technical Standards</b>
<b>Location:</b>	<b>Home based</b>
<b>Date:</b>	<b>December 2025</b>
<b>Duration:</b>	<b>12 months (likelihood of extension to be reviewed in autumn 2026)</b>

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### 1. About JCQ

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JCQ is the representative body for the leading awarding bodies offering general and vocational qualifications in the UK. Awarding bodies are responsible for setting and awarding qualifications, such as GCSEs, AS and A Levels and vocational qualifications.

JCQ's mission is to reduce bureaucracy for schools and colleges by facilitating and delivering common administrative arrangements for examinations. JCQ helps members work collectively with UK qualification regulators and government departments and undertakes a wide range of activities including publication of national GCSE and A level results. JCQ is a not-for-profit Community Interest Company, funded by its members: AQA, City and Guilds, CCEA, NCFE, OCR, Pearson and WJEC.

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### 2. Job purpose and responsibilities

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One of the main responsibilities of the Head of Data and Technical Standards (HDTS) is to manage JCQ examination data for key qualifications such as GCSEs and A levels, with a view to provide high quality national statistics to a range of key stakeholders. As such, the Data Analyst will support the HDTS in delivering the following strategic commitments:

- Strengthen data management and governance to ensure quality, security, compliance, privacy, and accessibility.
- Enhance the accessibility, usability, and presentation of results data to support stakeholders in interpreting and using JCQ data effectively.
- Advance data analytics and expert analysis to produce accessible and interactive outputs; support stakeholder understanding and use data and research to drive continuous improvement of JCQ's services, support, and guidance.

#### Main responsibilities of the Data Analyst:

##### Data analysis

- Manage, clean, manipulate and aggregate data (including but not limited to summer results data on GCSEs and A levels).
- Perform data quality checks.
- Perform descriptive analysis to generate insights from raw data.



- Use programming skills for data preparation, analysis and visualisation.
- Produce high quality documentation to enable code reuse and adaptation.
- Contribute to the design, development, quality assurance and maintenance of JCQ's first interactive data dashboard.
- Present data and conclusions logically and concisely in the most appropriate format for technical and non-technical audiences.
- Support the HDTS and JCQ's communication specialists in summarising and presenting results of data analysis through presentations, reports, blogs and social media posts .

### **Application and maintenance of data standards**

- Working with the HDTS contribute to the evaluation and enhancement of JCQ's published statistics with reference to the Office for Statistics Regulation's Code of Practice for Official Statistics.
- Apply relevant data protection standards to data that is stored on internal systems and shared externally.
- Maintain good information recording and storage practices across all aspects of the business, including legacy systems.

### **Stakeholder engagement**

- Contribute to a new initiative aimed at exploring JCQ's user requirements for expert analysis and interactive outputs.
- Support HDTS in the successful management of data-related cross-organisation JCQ committees.
- Deputise for HDTS as servicing officer or an observer at meetings with key stakeholders; respond to data queries, and act on feedback to improve data and technical standards activities.

### **Other responsibilities**

- Perform other duties as assigned that are consistent with the level and responsibilities of this position, as determined by management.
- Attend and contribute to regular JCQ team meetings.

## 3. Person Specification

Criteria	Essential (E) or Desirable (D)
A bachelor's degree or equivalent professional qualification in a subject with a significant element of quantitative analysis, or demonstrable experience (3-5 years) in analysing large quantities of data.	E
Experience of using programming language to prepare and analyse data.	E
Proficient in Microsoft Excel, Word and PowerPoint	E
Experience of presenting analytical findings to a technical and non-technical audience through written reports and presentations.	E
Understanding of Office for Statistics Regulation's Code of Practice for Official Statistics.	E
Experience of working collaboratively with a wide range of internal and external stakeholders.	E
Ability to adapt to business requirements and work independently or as part of a team.	E
Ability to manage multiple tight deadlines during periods of significant activity.	E
Experience of using R programming language for data preparation and analysis.	D
Experience of using Power BI.	D
Understanding of the education sector, qualification delivery and assessment.	D

## 4. JCQ value-based competencies – assessed at interview stage along with requirements in section 3

### Results Focused

- Strives to meet or exceed ambitious performance objectives and quality standards.
- Has pride in the JCQ and their working practices.
- Adds value by delivering results through continually finding sustainable improvements in methods and processes.



- Seeks to improve their performance and sets themselves demanding standards.

### **Member and Stakeholder Focussed**

- Demonstrates a desire to help and serve members and customers in a way that best meets their actual needs.
- Makes efforts to understand member and stakeholder expectations and provide a high-quality service for a long-lasting and mutually satisfactory relationship.

### **Team Focussed**

- Personally contributes to effective teamwork by working collaboratively with others.
- Understands the needs and goals of others and adapts their views and behaviour when appropriate.
- Accepts help from others.
- Communicates constructively, honestly, and openly with colleagues.
- Takes responsibility for events or outcomes.
- Holds self and others accountable for decisions, actions, and commitments.

### **Development Focussed**

- Communicates and reinforces the importance of development and learning as a priority.
- Identifies and understands personal strengths and improvement areas for self and others.
- Seeks and is open to improvement in ability and skills.
- Seeks to develop the knowledge, skill, and motivation of self and others.
- Actively encourages others to exercise initiative and judgment.
- Observes others and give specific and regular constructive feedback.

### **Leadership**

- Helps create an environment and culture that shares the vision and direction of the JCQ.
- Be a champion of diversity and inclusion consistent with the values of JCQ and its members.

### **Communication**

- Can communicate at all levels using various, appropriate methods of communication.
- Communicates clearly and persuasively within and outside the JCQ.
- Actively listens taking others' views into account.
- Gains respect by operating professionally and credibly.

### **Change**

- Seeks opportunities to improve processes and drive change. Proactively initiates innovative ideas and actions.
- Is flexible and open to new ideas.
- Manages or participates in the change process.
- Remains positive despite setbacks, changes, and ambiguities.

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## 5. Benefits

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## JOB DESCRIPTION



Joint Council for  
Qualifications <sup>CIC</sup>

- **Salary:** £32,000 plus – competitive rate dependent on experience.
- **Annual Leave:** 25 days rising.
- **Pension:** Enrolment in the JCQ pension scheme upon joining the organisation.
- **Home Based:** with occasional travel to stakeholder and company meetings, standard travel costs reimbursed.
- **Life Cover:** 4 x annual salary
- **Family Friendly Policies:** Enhanced leave and pay available
- **Employee Assistance Programme:** 24/7 wellbeing support, counselling, mobile app promoting physical and mental wellbeing
- **Private Healthcare:** Private healthcare and cash plan offered to all JCQ staff from first day of employment with no prior health checks or exclusions

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### 7. How to Apply

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To apply for this exciting opportunity, please email your CV and a supporting letter outlining how your experience and skills match the requirements outlined in the job description above to [recruitment@jcq.org.uk](mailto:recruitment@jcq.org.uk). Any applications that do not include a detailed cover letter addressing the criteria, knowledge, qualifications, and experience required for this role will be automatically rejected. The desirable requirements will be used to determine shortlisted applicants if there is considerable interest in the post.

If you wish to have a confidential discussion about this role, please contact [recruitment@jcq.org.uk](mailto:recruitment@jcq.org.uk)

- **The closing date for applications including a letter and CV is 5 pm on 30 January 2026**
- **Shortlisting will take place the week commencing 2 February 2026**
- **Interviews will be held on week commencing 9 February 2026**