



**JOB DESCRIPTION – Lead for Modelling and Statistics**

June 2021

<b>Job Title</b>	<b>Lead for Modelling and Statistics</b>
<b>Reports to</b>	Head of Science, Conservation and Management
<b>Working hours</b>	Full-time, 37.5 hours
<b>Salary Grade</b>	G5 £40,364-£56,955
<b>Base</b>	The Red House, Impington, Cambridge
<b>Summary of Role</b>	<ul style="list-style-type: none"> <li>• Support the programming and implementation of cetacean population models, as well as the compilation, management and analysis of input data, including sightings, marking and catch data, within both the Scientific Committee and the Secretariat. In particular development, maintenance, validation and use of critical programs.</li> <li>• Supervise a team of 3 statistical officers in accordance with Secretariat Staff Handbook and procedures.</li> <li>• Work as part of the Secretariat team to plan and deliver meetings of the Commission and its Committees, and support to their Chairs.</li> <li>• Ensure effective collaboration across the Science, Conservation and Management team and with other Secretariat teams.</li> <li>• Monitor key Commission and subsidiary body recommendations and their implementation through the Database of Recommendations.</li> </ul>
<b>Key Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead the programming and implementation of cetacean population models within the Secretariat, working with and supporting the needs of the Scientific Committee.</li> <li>• Oversee the compilation, management and analysis of data and documentation related to these models or relevant to the wider work of the IWC</li> <li>• Work with other members of the Secretariat to ensure statistical information on the IWC website is correctly validated, documented and up-to-date, and highlight any work that might be newsworthy.</li> <li>• Provide the Secretariat lead for the Infractions sub-committee, supporting the Chair and managing the biennial report of the Infractions Sub-committee)</li> <li>• Write or contribute to other reports, in particular assist in the drafting and review of the Scientific and Conservation Committees' reports.</li> <li>• Respond to requests for, and questions concerning, IWC data, including production of high-level summaries for the Commission, relevant external organisations and public consumption.</li> <li>• Collate, check and document abundance estimates and information on status of stocks as agreed by the Scientific Committee.</li> <li>• Identify and follow up on opportunities for engaging other organisations on issues of mutual interest to help progress priorities of the IWC.</li> <li>• Contribute to the effective management and strategic development of the Secretariat including through the management of work planning, identification of staffing needs and input to relevant Secretariat governance processes.</li> </ul>
<b>Line Management</b>	Responsible for a team of 3 members of staff as well as management of consultants when required.
<b>Budget Management</b>	<ul style="list-style-type: none"> <li>• Identify, on an ongoing basis, the resources required to deliver the Commission's work plan and, where appropriate, take part in recruitment or tendering processes.</li> <li>• Ensure compliance with IWC processes and procedures for financial and contract management.</li> </ul>

	<ul style="list-style-type: none"> <li>Work within agreed budgets, allocating resources appropriately, prioritising where necessary, demonstrating value for money, identifying any efficiencies, and ensuring any potential problems or overspends are flagged to the Management Team at the earliest opportunity.</li> </ul>
<b>Travel</b>	<p>This role requires domestic and international travel as directed by the Executive Secretary.</p> <p>This includes supporting in Meetings of the Commission and its subsidiary bodies as necessary (c.2-4 weeks per annum). The Executive Secretary may also require the postholder to represent the Commission at other events from time to time.</p>
<b>Other</b>	Any other tasks that are commensurate with the role
<b>Review Date</b>	June 2021
<b>Authorised by</b>	Rebecca Lent, Executive Secretary



## PERSON SPECIFICATION – Lead for Modelling and Statistics

### Selection Criteria

The table below indicates the essential and desirable criteria for this post and how these elements will be assessed by the selection panel. Please take care to ensure that you demonstrate that you meet the essential criteria in your job application. Candidates who do not meet the essential criteria need not apply.

### Assessment Types

*A = Application Form I = Interview P = Presentation T = Test*

Attribute	Essential	Desirable	Assessment
Education	<ul style="list-style-type: none"><li>• Post graduate qualification in a relevant subject</li><li>• Undergraduate degree in numerical subject e.g. Mathematics, Applied Mathematics, Statistics, Computer Science or Physics, and/or postgraduate qualification demonstrating comparable quantitative skills</li></ul>	<ul style="list-style-type: none"><li>• Applied Statistics qualification</li><li>• Project Management Qualification (e.g. PRINCE2 or similar)</li></ul>	A
Skills & Abilities	<ul style="list-style-type: none"><li>• Excellent numerical skills, experience with a range of analytical methods and robust data management approaches</li><li>• Leadership and management - ability to lead, support, motivate, develop and empower staff within the team.</li><li>• Ability to work within a leadership team to develop and implement collaborative approaches to shared challenges.</li><li>• Ability to build effective working relationships with a range of stakeholders and experience of operating in politically sensitive environments.</li><li>• Good spoken and written English, comfortable leading and rapporteuring technical discussions and communicating with non-technical internal and external stakeholders.</li></ul>	<ul style="list-style-type: none"><li>• Ability to speak another Commission language (French/Spanish)</li></ul>	A, I, P

Attribute	Essential	Desirable	Assessment
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Experience in statistical population modelling.</li> <li>• Knowledge of version control, proper documentation and repository management.</li> <li>• Detailed knowledge and experience of using programming languages (e.g. C++ or FORTRAN)</li> <li>• Knowledge of the R statistical language</li> <li>• Ability to write clear, structured and well-documented code</li> <li>• Database management experience, including data verification, validation and retrieval.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in an international environment/organisation</li> <li>• Knowledge of marine conservation issues and experience of working in a natural resource management organisation.</li> <li>• Experience of modelling exploited populations.</li> <li>• Working knowledge of data visualisation software (e.g. Tableau, R Shiny etc.)</li> <li>• Working knowledge of data mapping software (e.g. ArcGIS, QGIS, GMT etc.)</li> <li>• Experience of using SQL in data management</li> </ul>	A, I, P

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