Pacific Community
Communauté du Pacifique

JOB DESCRIPTION

Job Title:	**Senior Statistics Adviser (Innovation and Methods)**
Division/Programme and Section/Project (if any):	Statistics for Development Division
Location:	Suva
Reporting to:	Director, Statistics for Development Division
Number of Direct Reports:	0
Purpose of Role:	Provide technical leadership on large change projects to support Pacific Island Countries and Territories in innovations in statistics collection and processes. Lead the technical agenda for the Pacific Statistics Methods Board and develop and improve statistical processes, methods and systems in SPC and member countries.
Date:	*September 2026*

Organisational Context and Organisation Chart

The Statistics for Development Division (SDD) comprises 40 – 50 long term staff and consultants within the Pacific Community (SPC). Its objective is for the region to meet the outcome set out in the 2022-2030 Pacific Statistics Strategic Framework:

"All Pacific peoples, economies and environments benefit from better data and evidence-based decision-making for sustainable development"

SDD comprises five technical teams and a finance and administration team in support as shown in the organizational chart on the next page. All teams work closely with each other. Most SDD staff, including the Director, are based in Noumea. The Deputy Director and around 20 staff are based in Suva.

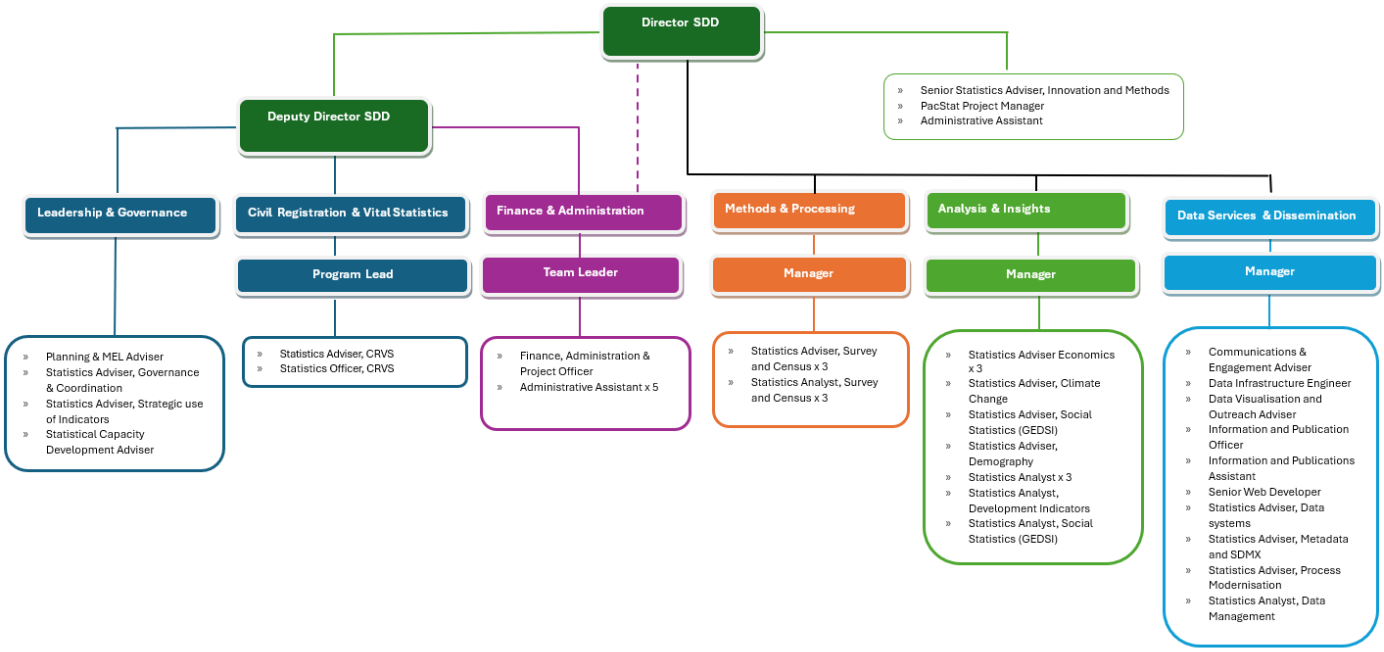
The Senior Statistics Adviser (Innovation and Methods) reports directly to the Director. The role works closely with the Project Managers of large (by divisional standards) projects such as the World Bank's Statistical Innovation and Capacity Building in the Pacific Islands Project (PacStat). The Senior Statistics Adviser provides technical leadership for such projects including cutting edge ideas, quality assurance, support for the technical teams providing inputs to the project, and representation and leadership in international fora. It is likely that in the 2027 to 2032 timeframe, this role's sole focus will be the technical leadership of phase 2 of PacStat.

The Senior Statistics Adviser has delegated authority to establish and quality-assure the technical approach for assigned major projects, within approved project governance arrangements. Project Managers remain accountable for project administration, budgets, schedules, procurement and donor reporting, while SDD Managers remain accountable for staff management and delivery of their teams' agreed inputs. Material technical disagreements are escalated to the Director.

The types of innovations led and advised on by the Adviser include: sample design improvements; questionnaire rationalisation; splitting surveys into multiple surveys or consolidating into fewer; automating data pipelines within National Statistical Offices (NSOs); developing data pipelines from other agencies to NSOs; data linkage; improved analytical methods. Key objectives of such innovations are to make statistics cheaper, faster, more complete, higher quality, and more fit-for-purpose.

The Senior Statistics Adviser (Innovation and Methods) also leads the technical agenda and content to support the Pacific Statistics Methods Board (PSMB - https://sdd.spc.int/pacific-statistics-methods-board-psmb). The PSMB is a regional governance group established in 2017, which meets twice each year. Its role is to review technical proposals on methodologies, identify areas for research to identify best practices and make decisions on technical matters or recommendations to Heads of Planning and Statistics. SPC provides the secretariat and sets the agenda with the chair, and technical staff from SPC prepare a range of papers for consideration.

Statistics for Development Division organisational chart



Key Result Areas (KRAs):

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	*Jobholder is successful when*
KRA #1 Technical Leadership for Regional Statistical Innovation Projects (40%)	• Relevant projects have a coherent approach to innovation that will lead to increased efficiency and effectiveness of official statistics in the Pacific • Project technical approaches are evidence-based, appropriate to Pacific operating environments, subject to appropriate peer review and quality assurance, and incorporate innovations with a credible pathway to improved efficiency, quality or sustainability. • Project documentation (annual plans, operations manuals, reports, etc) are completed as needed, incorporate what is needed for strategic project success, and are of high quality in technical aspects

	• The Senior Adviser exercises recognised regional leadership in methodological and statistical innovation through influencing technical decisions, developing guidance, leading technical discussions and contributing to regional and international fora.
KRA #2 Development and Improvement of Statistical Processes, Methods and Systems including Survey, Census and Administrative Data (25%)	• Improved methods and practices are adopted within SPC and/or member countries and contribute to improved quality, efficiency, timeliness or sustainability. • A tangible contribution is being made to those improvements by this role in official statistical methods • SPC is recognised as a successful leader promoting good practice in the Pacific with regard to official statistics. • This role is documenting and disseminating improved methods through commissioned works, guidance notes and other publications that are well researched and founded in evidence and duly consulted on, quality assured and approved e.g. by the Pacific Statistics Methods Board.
KRA #3 Support the Pacific Statistics Methods Board (20%)	• The agenda of the Board is managed proactively and strategically, topics are identified well in advance, multiple parties are submitting papers, and the Board is recognised as leading consensus-building for statistical standards in the Pacific • Advice to the Board is consistent, appropriately filtered, well presented, backed by best practice evidence, on time, and useful for the Board in taking decisions • SPC staff and other authors are guided to develop methodological advice effectively including consultation and testing with stakeholders and effective advice to the PSMB • Meetings, logistical and administrative matters are well managed with support of the Finance and Administration Team.
KRA #4 Technical Assistance, Training and Support (15%)	• Staff from SPC, national statistics offices and relevant staff in line ministries are trained and visibly developing skills in survey, census and administrative data most relevant to the projects this Adviser is working on • Relationships with key stakeholders – in member countries, donors, implementation partners and universities – are positive. • A tangible contribution is made to progress in the countries and territories SPC is working with towards strengthened capacity to deliver surveys and censuses, through including methods capability, statistical skills, software skills (Stata, R, CSPro, etc.).

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Regional leadership, influence, ideas, coordination and prioritization relating to innovation in statistics in a resource-constrained environment, diverse stakeholders, and within tight project management discipline
- Applying technical excellence in administrative data and survey statistics to real-world needs
- Training, advice and other capacity building support on technical issues in a cross-cultural environment with a wide range of quality of data, systems and processes.
- Enabling effective, inclusive and decisive governance of statistical practices and methods across SPC and member countries by the Pacific Statistics Methods Board

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	*Nature of the contact most typical*
Internal	
• SDD Leadership Team • Technical Colleagues in SDD • Administrative colleagues in SDD, particularly the Project Manager of PacStat or similar projects • Pacific Data Hub Programme Manager and team	• Coordination and planning of innovation projects • Coordination and quality assurance of technical assistance and other activities • Advise and assist on surveys, census and administrative data
External	
• Heads and staff of National Statistics Offices • Donors / development partners (e.g. Australian and New Zealand Foreign Affairs; World Bank) • Technical Partners (e.g. World Bank, UNFPA, UNDP, UNICEF, ILO, ABS, SNZ, PFTAC, IFAD) • Data Users – global, regional, national; government and non-government • Contractors and consultants	• Representing SPC, communicating technical vision, and exercising regional technical influence • Delivering training and direct support • Prioritising requests for assistance and planning and integrating into project planning • Presenting the SPC as an expert voice to be respected and listened to, promoting coordination and building a base for further resourcing • Communicating administrative data, survey and census issues and the results of analysis to both experts and non-experts

Level of Delegation:

The position holder has an operational expenditure budget of: *0 EUR*

Budget Sign off Authority without requiring approval from direct supervisor: *up to 2,000 EUR*.

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
• Master's degree in statistics, data science or other academic discipline related to the role or equivalent body of knowledge and experience	• PhD in statistics, data science or other academic discipline related to the role • Member of a recognized professional association or related bodies • Adult learning, training or capability building qualifications

Knowledge/Experience

Essential:	Desirable:
• At least 12 years of relevant experience including 5+ years in a senior role (management, or influential technical leadership) in official statistics or related areas	• Working in a developing country environment, preferably in the Pacific Island region

• Demonstrated experience as a technical innovator and leader, communicating a vision, and influencing a wide range of stakeholders • In-depth knowledge and experience in at least one of complex surveys or administrative data for official statistics, and solid working knowledge of the other. • Experience in designing and delivering training for professionals • A good understanding of the challenges developing countries (particularly small island states) face, in the collection, production and use of official statistics • Excellent oral and written English language communication. • Demonstrated ability to work with people from different national and cultural backgrounds	• Use of R for complex data processing and analysis • Experience with geographic information systems • Project management experience • Extensive experience in one or more of household income and expenditure, labour, climate change surveys or censuses of population and housing • Extensive experience in one or more of immigration, taxation, birth and death registration, health or education data systems and their use for official statistics • A Pacific Islands language • French language

Key Skills/Attributes/Job Specific Competencies
The following levels would typically be expected for the 100% fully effective level:

Expert level	• Provision of technical advice and training • Understanding of operating environments of Pacific Island statistical agencies • Application of the Generic Statistical Business Process Model • Technical skills in use of administrative data or complex surveys for official statistics • Technical quality assurance • Leading change
Advanced level	• Strategic influencing and stakeholder engagement • Communication and professional networking • Project management • Software used in the production of statistics, preferably R • Commissioning and managing specialist technical work
Working knowledge	• Consultant management • All aspects of survey and administrative data use for official statistics not at the 'Expert' level
Awareness	• SPC Regulations and Policies

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement

Personal Attributes

- High level of professional integrity and ethics
- Approachable and respectful professional manner
- Demonstrated high level commitment to customer service

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.