

Honorary Officer: National Statistics

Role Description

The Honorary Officer for National Statistics is responsible for developing, promoting and building support for RSS policy work around the government's use of statistics; building and maintaining relationships with senior civil service stakeholders, particularly at the UK Statistics Authority; and working with the RSS President, and other Honorary Officers to coordinate policy on all themes and offer advice to Council on a wide range of issues.

Purpose of the Role

The Honorary Officer will:

- Bring expertise in the area of official statistics and the government use of statistics and advise the Society's leadership team on these matters.
- Represent the Society to stakeholders in the government statistical service and UK Statistics Authority.
- Represent the interests and concerns of members working as government statisticians.
- Provide support and guidance to staff and volunteers in the development and implementation of strategies that help the Society fulfil its charitable remit and policy objectives.

Term of Office

Honorary Officers will normally be expected to serve for four years. No Honorary Officer shall serve for more than six years in any period of ten consecutive years.

Commitment

The time commitment and balance of activities depend to some extent on the priorities of the Society and those of the specific duties of the role at any given time.

Honorary Officer: National Statistics should expect to volunteer an average of fifteen hours a month with the expectation that the volunteer will attend a number of meetings per year: three meetings of the National Statistics Advisory Group, three meetings of the Campaigns Advisory Group and four meetings of Council. In addition to these meetings, the honorary officer should also aim to have bi-annual meetings with both the National Statistician and chair of the UK Statistics Authority.

Additional tasks are flexible and desk-based, largely involving email or preparing reports.

Location

The Royal Statistical Society office is located at 12 Errol Street, London EC1Y 8LX. There will be one physical meeting of the National Statistics Advisory Group per year, which – as chair – the honorary officer should attend, but the majority of activities can be undertaken remotely.

Main Duties

The Honorary Officer is responsible for:

- Developing, promoting and building support for RSS policy work around the government's use of statistics – particularly in relation to the RSS's [Data Manifesto](#) and [Covid Lessons Learned Memo](#).
- Establishing and maintaining relationships with stakeholders who are key to the production of independent, trustworthy and public statistics supported by government.
- Where relevant providing media comment and more generally acting as a figurehead for the Society on this area of work.
- Chairing and organising the National Statistics Advisory Group – which supports the Honorary Officer in their duties.
- Contributing to the overall campaigns and policy strategy of the Society as a member of Council and the Campaigns Advisory Group.

Other Duties

As a Trustee of the RSS, the Honorary Officer is responsible for the governing of the charity and therefore is expected to:

- Ensure the RSS carries out its purposes for the public benefit by making sure that the charity is carrying out the purposes for which it is set up.
- Ensure the RSS including volunteers and staff comply with charity governing documentation and legal requirements.
- Act in the RSS's best interests by collaborating with co-trustees to make balanced and adequately informed decisions and avoiding conflicts of interest.
- Manage the RSS's resources responsibly, reasonably and honestly. Ensuring that RSS assets are only used to support or carry out its purposes.
- Act with reasonable care and skill.
- Ensure that the RSS remains accountable, alongside your co-trustees maintaining compliance with statutory accounting and reporting requirements.
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers
- Give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

For more information in the role of a trustee visit [here](#)

Benefits to Volunteering

The role holder can expect to gain a broader view of the Society, learn about areas outside their usual spheres, establish a substantial network of contacts and develop new transferable skills. In addition, there is the satisfaction of serving the discipline and helping to shape the Royal Statistical Society. A further benefit may be the potential synergies between the Honorary Officer's work for the Society and the salaried post in which he/she is employed – in both directions. Taking on the post of Honorary Officer is a serious commitment, but those who have done so feel they are amply rewarded by the enhancement of their own skills profile and by the contribution they make to the statistical community.

The role is voluntary with no financial remuneration. Expenses will be covered for specific travel and subsistence expenses when the role holder is undertaking RSS activities and where expenses have been pre-agreed.

For more information on the role of a volunteer visit [here](#)

Person Specification

The role holder should be enthusiastic about the work of the Society and have experience and a reputation in some area of statistics, with demonstrable expertise in and understanding of the UK government's statistics infrastructure.

The role holder should have a broad interest in statistics and should appreciate the breadth of statistical activity within the discipline.

As Honorary Officer for National Statistics you are required to:

- Have experience and a reputation in the area of official and government data and statistics.
- Bring to the RSS knowledge of your area of statistics, and of experts and other stakeholders in the field
- Have experience as a user of the Society's services
- Be able to think creatively and innovatively about the Society and its goals, and the ways in which these might be improved.
- Be a good communicator able to represent the Society within and outside the statistical community.
- Able to motivate, encourage and support the many people active in the Society's work;
- able to work in a team with others, such as Council members and staff.
- Able to complete administration tasks such as preparing reports and processing correspondence to defined deadlines
- Have experience of resolving conflict would be an advantage.

Expressions of Interest

The Society operates a transparent process to identify volunteers. It establishes a search committee which is responsible for drawing up a role description, publicising the vacancy, receiving applications and nominations, researching these, and making a recommendation to Council. A search committee for the Honorary Officer for National Statistics has been established with the following membership:

- **Sylvia Richardson (President)**
- **Christl Donnelly (VP for External Affairs)**
- **Stian Westlake (Chief Executive)**
- **Jonathan Everett (Head of Policy)**

The Search Committee welcomes expressions of interest from anyone interested in filling this post as well as suggestions from others of Fellows who have the qualities and experience to fill this position. There is no need to gain the permission of the person being suggested before putting forward their name.

Expressions of interest should be accompanied by a CV and a personal statement detailing why a candidate would be suited to the task and what the key policy or campaigning issues they would pursue in the term would be.

The deadline for expressions of interest is July 31st, 2021.

The Committee will in due course approach the person they wish to nominate before putting forward their name to Council.

Expressions of Interest and suggestions should be forwarded to:

Stian Westlake, Chief Executive of the Royal Statistical Society

12 Errol Street, London

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