

**Central Bank of Malta  
Job Description Template**

**Job Title: Senior Statistician**

**Office:** Statistical Collection and Information Management Office

**Reports To:** Manager

**Department:** Statistics

**Date:** June 2026

**Job Purpose:**

This role is responsible for the collection of statutory returns and questionnaires from reporting agents, carrying out data quality management and micro-checking of statistics, and maintaining and updating the statistical system, including business register cubes. It also involves analysing users' statistical information requirements, supporting the design and development of data collection, production and dissemination processes, validating metadata and data dictionaries, implementing validation checks, assisting in dashboard creation, and conducting statistical analysis, reporting, and research.

**Technical / Functional Responsibilities:**

- Collect statutory returns and questionnaires from reporting credit and financial institutions, ensure timely submissions, maintain effective communication with respondents, and follow up or escalate non-response issues in line with established procedures. This includes monitoring reporting obligations against the agreed submission calendar, keeping accurate records of follow-up actions, and ensuring that reporting institutions are reminded of outstanding requirements in a timely and professional manner.
- Validate, vet and quality-check submitted firm-level data using appropriate statistical techniques, resolve validation queries with reporting institutions, and ensure only accurate and complete data are released to the data warehouse and production systems, including updating the business register and historization cubes. This involves reviewing data for consistency, completeness and plausibility, investigating anomalies or outstanding validation remarks, and ensuring that any updates to reference data are accurately reflected in the relevant systems and structures. To develop/update dashboards to support data validation, analysis, presentation and reporting.
- Produce aggregated statistical data in line with established methods and deadlines and to monitor query management processes. This also includes ensuring that data users are informed of data availability, maintaining oversight of query resolution workflows, and presenting key developments and trends through clear and user-focused reporting tools.
- Maintain and update statistical systems and metadata in the Department's solutions, data dictionaries, metadata definition, coding validation checks, collection agreements and ensuring alignment with reporting requirements.
- Liaise with business areas and technical teams to analyse business requirements, support the design and implementation of data collection, compilation and dissemination processes, and carry out user acceptance testing for new or amended solutions. This includes documenting

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requirements clearly, supporting the translation of business needs into technical solutions, and ensuring that testing is completed thoroughly before implementation in the live environment.

- Keep abreast of regulatory and statistical developments, provide technical and operational support to users, deliver training where required, and prepare and maintain clear documentation and working instructions for assigned processes and systems. This involves assessing the impact of new requirements on existing processes, assisting users with system functionality and data-related issues, and ensuring that operational knowledge is properly recorded and shared.
- To report on activities undertaken and to ensure a high quality/standard of work and service throughout.
- To keep abreast with and adhere to established Policies and Procedures.
- To perform any other duties which may be assigned from time to time.

### Competencies and Proficiency Levels

**Within the context of their specific tasks, the incumbent is expected:**

- To be truthful and honest.
- To have a positive, can-do attitude.
- To share the Bank's intolerance of sexism, homophobia, xenophobia and racism, and to be respectful and caring towards others irrespective of sexual, religious and political orientation.
- To carry out their tasks professionally and ethically.
- To communicate effectively.
- To have a sense of the value of time and priorities.
- To respect security and confidentiality.
- To be able to lead and to work in teams as may be the case.

**Where applicable, the incumbent will have the following competences at a specified level of proficiency**

| General Competencies                             | N/A | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|--|-----|---------|---------|---------|---------|---------|
| Analysis, research and problem solving           |     |         |         | X       |         |         |
| Customer Care                                    |     |         | X       |         |         |         |
| Computer and IT Literacy                         |     |         |         | X       |         |         |
|  |     |         |         |         |         |         |
| Managerial Competencies                          |     |         |         |         |         |         |
| Strategic Thinking and Planning                  |     |         | X       |         |         |         |
| Promoting Change through Creativity              |     |         | X       |         |         |         |
| Leading People and Performance                   |     |         | X       |         |         |         |
| Managing Relationships                           |     |         | X       |         |         |         |
| Operations, Processes and Information Management |     |         | X       |         |         |         |
| Industry Awareness and Understanding             |     |         | X       |         |         |         |

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|  |  |  |  |          |  |  |
|--|--|--|--|----------|--|--|
| <b>Technical Competencies</b>          |  |  |  |          |  |  |
| Applied statistical methods            |  |  |  | <b>X</b> |  |  |
| Statistical Concepts and methodologies |  |  |  | <b>X</b> |  |  |
| Data and Metadata Management           |  |  |  | <b>X</b> |  |  |

### Experience and Qualifications

- A degree at MQF Level 6 in Mathematics and Statistics and Operations Research or Data Science or Banking and Finance or a related discipline together with two years' related work experience and demonstrate proven ability to perform the tasks pertaining to this position.

Graduate applicants with either full or near completion of any of the above qualifications, but who do not possess relevant work experience will be considered for the position of Statistician.

- A Master's degree at MQF Level 7 in the above-mentioned subjects or a related discipline will be considered as an asset.
- Must be flexible to new demands, be able to work on his/her own initiative or to contribute to the team effort.
- Ability to work under pressure and adhere to legally binding deadlines.
- Proficiency in the use of Microsoft Office applications is essential.
- Knowledge of SQL or Python or R or other related programming languages.
- Knowledge of Power BI.
- Numerical skills and meticulous attention to detail are essential.
- Must possess good communication skills as the incumbent is expected to liaise continuously with various reporting agents.

### Working Relationships and Lines of Communication

- |                 |   |
|-----------------|---|
| <b>Internal</b> | <ul style="list-style-type: none"> <li>• All staff of the Office/Department as required.</li> <li>• Other related business areas of the Bank</li> </ul>   |
| <b>External</b> | <ul style="list-style-type: none"> <li>• Various reporting agents in the credit and financial institution sectors</li> <li>• Malta Financial Services Authority</li> <li>• European Central Bank</li> <li>• External service providers</li> </ul> |

**Physical Dimensions:** Nil

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**To Be Completed by Each Employee in the Role**

|                                      |             |
|--------------------------------------|-------------|
| <b>Employee Name:</b>                |             |
| <b>Employee Signature:</b>           | <b>Date</b> |
|                                      |             |
| <b>Head of Department Signature:</b> | <b>Date</b> |
|                                      |             |