



### **IAI Confidential Statistical Officer (CSO)**

The International Aluminium Institute (IAI), whose Directors are the Chief Executive Officers of aluminium, alumina and bauxite producing companies, which collectively represent around 80% of the world's total primary aluminium production, are looking to fill the key IAI Secretariat position of Confidential Statistical Officer (CSO). The IAI has as one of its fundamental tasks, the collection, analysis and publication of statistical data provided by its Member and Correspondent Companies.

Applicants should have good analytical and communication skills and should be experienced in data collection and security, the use of electronic databases and statistical software. The person appointed will be responsible for safeguarding the confidentiality and integrity of the whole IAI statistical programme.

#### **Production, capacity and inventory data for alumina and aluminium plants**

The CSO will:

- Have management responsibility for the production, inventory, capacity and recycling statistics of aluminium and alumina producing companies.
- Be responsible for collecting, processing, analysing and publishing the production, inventory and capacity data to a defined and tight schedule.
- Be responsible for developing contacts with current plant managers and statistical staff of member and non-member companies. Regular contacts with statistical correspondents around the world are required, in order to establish or develop personal contacts, to ensure quality control of reported data and the smooth running of the system.
- Develop further data collection streams as required and ensure that all definitions used in the statistical system are clearly understood by reporters.
- Be responsible for publishing IAI Statistical and Alternative Source Statistical Reports, along with supporting material that clearly defines the potential and limitations of use of the published data.
- Be in charge of monitoring other sources of published data, maintaining a network with his/her regional associations' counterparts, insofar as confidentiality and anti-trust rules allow, and keeping up-to-date with published reports of production, capacity and inventory. Further he/she will be responsible for keeping an up-to-date list of aluminium, alumina and bauxite plants including capacity and contact information.



- Be responsible for answering all enquiries about statistical matters, and preparing any statistical papers or presentations for the IAI staff and Member companies.
- Organise and attend annual meetings of the IAI Statistics Advisory Committee, either in the UK or overseas, preparing necessary material and liaising closely with its Chairman.

### **Environmental and sustainability data reporting**

The CSO will:

- Manage the electronic data reporting system for sustainable development and environmental surveys.
- Manage the production of benchmarking reports.
- Advise the IAI managers on ways to improve and develop the statistical system and the use of collected data for policy development.
- Ensure the confidentiality of the data.

The person appointed will report to the IAI Deputy Secretary General on all statistical issues, but will be directly responsible to the Secretary General for ensuring the confidentiality of the data collection and handling systems. Candidates will be expected to have a good knowledge of economics and statistics and be self sufficient in terms of producing their own reports and correspondence. The IAI comprises a small team of 8 staff members; he/she should therefore be a team player. Knowledge of sustainability, the aluminium industry and its production processes would be an advantage. All work at the IAI is conducted in English, so an excellent command of spoken and written English is essential. Other languages would be an asset, but are not essential. The successful candidate will be supported by the part-time Assistant Confidential Statistical Officer. The Confidential Statistical Officer will be appointed initially for 2 years. The starting salary, depending upon experience, will be in the region of £50,000 per annum.

Please forward your C.V to Marlen Bertram at [jai@world-aluminium.org](mailto:jai@world-aluminium.org)