

UNECE Workshop on Human Resource Management and Training
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KNOWLEDGE CAPITAL BUILDING – INVESTMENT FOR THE FUTURE

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STATISTICAL OFFICE OF THE SLOVAK REPUBLIC

- SO SR is central body of state administration of the Slovak Republic for the branch of statistics.
- Its status is given by the Act No. 575/2001 Code of Acts on Organizational Activity of Government and the Organization Central State Administration in wording of later regulations.
- SO SR carries out tasks by the Act No. 540/2001 Code of Acts on State Statistics in wording of later regulations and tasks determined by next generally valid legal regulations.
- SO SR operates as independent institution since January 1, 1993.
- SO SR has implemented the quality management system according to ISO 9001:2008.
- SO SR consists of headquarters in Bratislava, regional offices (in Bratislava, Trnava, Trenčín, Nitra, Žilina, Prešov, Košice) and Section of Industrial Data Collection and Processing and Field Surveys in Banská Bystrica.

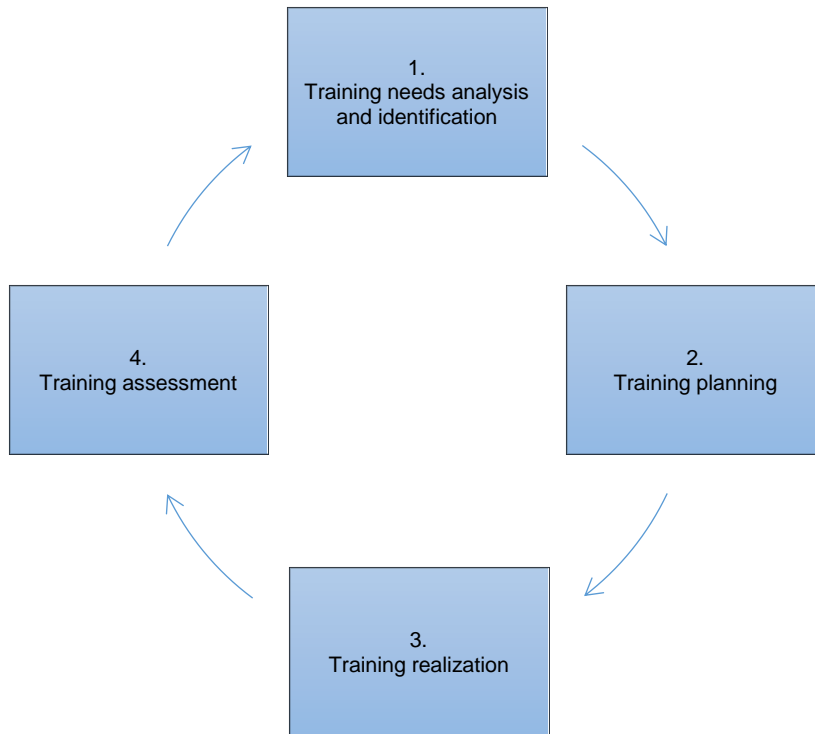


KNOWLEDGE CAPITAL

Knowledge capital represents immaterial assets which encompasses not only the professional knowledge and personal capabilities of the employees, their experience and practice, but also organizational relationships, relations with costumers and partners.

Knowledge capital building means to strengthen a position of the SO SR in the external environment.

TRAINING AND DEVELOPMENT – EXPERIENCE



- SO SR is open for personal and professional development of employees.
- SO SR has long-time experience with systemic approach in training.
- Training is based on the legislative framework of Slovak Republic and the internal documents, especially strategy of development of the SO SR, personnel policy and the conception of training.
- Managers are responsible for implementation the principles of personnel policy to practice.
- Personnel Office assures personnel administration and further activities, such as methodical, organizational and counselling services.

TRAINING AND DEVELOPMENT – CHANGES

Changes have been realized in accordance with:

- internal document Strategy of development of the SO SR till 2017 (Action programme on increasing the effectiveness of the training system, Competences and competence matrixes for employees on statistical positions),
- new Act on Civil Service and the relevant regulations.



COMPETENCES AND COMPETENCE MATRIXES

COMPETENCES

The competencies are divided into 6 basic fields:

1. **Leadership / management of statistics** – competences for quality execution of managerial functions and leadership,
2. **Theoretical statistics** – knowledge connected with processing data in official statistics,
3. **Statistical business process** – defined competences on the basis of sub-processes of statistical business process,
4. **European and national statistical system, quality management system** – competences relating to required knowledge on European and national statistical system,
5. **Command of a foreign language** – language skills of English and other foreign language,
6. **IT tools** – competences concerning level of the user's work with IT.

SCALE

1. Basic knowledge,
2. Spread of knowledge,
3. Independent work and knowledge application,
4. Ability regarding knowledge presentation.

COMPETENCES AND COMPETENCE MATRIXES – LEVELS OF REQUIRED KNOWLEDGE

Expert

Statistics (e.g. theory of probability, data analysis)
Statistical business process and its sub-processes
Implementation principles of ISO 9001, European Statistics Code of Practice
European Statistical System and its heading (e.g. Eurostat, Vision ESS 2020, Agenda 2030, communication tools of Eurostat and ESS, European legislation, modernization of statistics
National Statistical System and its heading (e.g. tools and standards of national statistical business process, national legislation including data harmonization, coordinating role of SO SR in NSS)
Foreign language (language skills of English, other foreign language)
IT tools (e.g. MS Windows, MS Office, SAS, Blaise, SQL, R, further specialized tools)

Manager

Human resources management and development
Managerial functions execution
Quality management according to ISO 9001 and ES CoP
Risks identification and assessment
Knowledge management - basic practice
Change management and communication
Project and its phases of realization

Leader

Organization and key areas of statistics heading
Managerial system of organization and key areas of statistics development
External stakeholders relations management
Corporate culture building
Reaction to changes in external and internal environment

NEW ACT ON CIVIL SERVICE

New Act has been carried out several changes in training:

- applying of systemic approach in the training,
- preparation of individual plans of the competence training for employees,
- using of mentoring in the training within adaptation of new employees:
 1. **Introductory adaptation training (the first month)** – participants are familiarized with basic information about the SO SR (e.g. tasks and of the SO SR, IT, internal documents).
 2. **Continuous adaptation training (the second and the third month)** – focused on:
 - legislation with regard to civil service performance,
 - organization and activities of governmental control,
 - institution of EU,
 - legislation relating to work
- implementation of competence training and its types:
 1. Managerial training
 2. Training aimed at personal development
 3. Professional training
 4. Training in information technology
 5. Language training
- list of abilities and personal characteristics conjoined with the job vacancies filling.

ABILITIES AND PERSONAL CHARACTERISTICS

Employees	Managers
<ol style="list-style-type: none">1. Self-reliance2. Conscientiousness and reliability3. Independence4. Motivation5. Adaptability and flexibility6. Ability regarding work under pressure7. Decision-making ability8. Communication skills9. Analytical, conceptual and strategic thinking <p>There are stated minimum 3 abilities and personal characteristics from this list in the job description.</p>	<ol style="list-style-type: none">1. Analytical, conceptual and strategic thinking2. Managerial skills <p>There are stated the both above mentioned abilities and minimum 3 abilities and personal characteristics from the employees' list in the job description.</p>

TRAINING PROGRAMME „SCHOLA STATISTICA“

1st module – Basic course on general and statistical information

2nd module – aimed at statistical training:

- Statistical methods I
- Statistical methods II
- Multivariate statistical methods
- Statistical analysis of time series
- Sample survey
- Estimation of sample size
- Calculation of quality indicators
- Seasonal adjustment of time series
- Calibration of weights of statistical surveys
- Statistical disclosure control in microdata files
- Statistical disclosure control in data tabular
- Demographic analysis

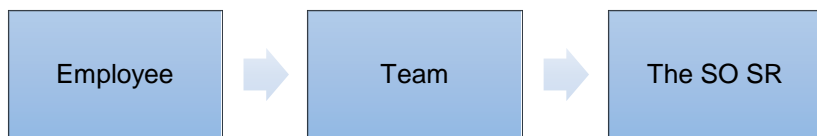
3rd module – aimed at training on information technology:

- SAS Enterprise Guide I – introductory course
- SAS Enterprise Guide II – advanced course
- Courses on Integrated Statistical Information System

FURTHER TOOLS WITH REGARD TO KNOWLEDGE CAPITAL BUILDING

- **Intranet** – an important tool for information sharing.
- **Informal groups mainly among younger employees** – on the basis of communication employees share knowledge (often tacit knowledge).
- **Involvement potential of key (knowledge) employees as trainers in statistical training** – courses are aimed to development of skills and practical solutions.
- **Statistical projects** – contribute to motivation and development of employees.

NEXT STEPS



- Preparation of new strategy of development of the SO SR.
- In human resources management new action programmes will be focused on the system of development leaders and the training standards for managers with regard to increasing the effectiveness of activities in the internal and external environment of the SO SR.

THANK YOU

