

Job Profile

(Created: 19-Apr-23) JEID: 30010

Data Analyst (Assistant DA, Data Analyst, Senior DA, Principal DA) Grade: 7-10 Career Grade Progression Scheme

About the Job

Grade 7

As an Assistant Data Analyst your role will be to assist in the collection of data from a variety of sources, coordinate data quality activity with stakeholders and produce routine analyses for standing activity to support service areas.

Grade 8

A Data Analyst will build on those core responsibilities whilst also being able to support stakeholder relationships, develop and support peers, create analytical outputs using a range of tools and provide routine analytical interpretation to service areas.

Grade 9

In addition to the above a Senior Data Analyst will be required to interpret complex stakeholder requirements, develop specifications for detailed analytical products, support peers and stakeholders in that work and use a range of tools to produce insight and analysis to inform decision making processes.

Grade 10

As a Principal Data Analyst, you will demonstrate all the requirements detailed above and be able to demonstrate an ability to scan the horizon for new tools and approaches and embed them within the team. You will foster strong working relationships with key stakeholders and across the team and lead on significant analytical projects for the team.

This is what we need you to do...

Grade 7:

- Collect, store and report data and management information from a variety of sources
- Report and interpret data and management information to support operational decision-making and ensure best use of resources
- Collect and report client satisfaction data
- Support the collection and production of statutory returns and performance information for commissioners and central government
- Act as the primary focal point for addressing data quality issues
- Apply principles of GDPR and DPA to data and analysis

Grade 8, as above and:

- Gather and catalogue qualitative and quantitative evidence to demonstrate the Council's impact on outcomes, including self-assessment and inspection
- Oversee the collation and production of data returns and performance information for commissioners and central government
- Monitor, analyse and interpret information to identify areas of concern and assist managers in developing plans to address those concerns
- Provide analytical reports and undertake specific assignments in response to the needs of commissioners
- Provide support, advice and training to service staff, commissioners, managers and partners ensuring decisions are based on sound evidence
- Support the development and maintenance of relevant databases, data management systems, delivery platforms and product
- Maintain high standards of data quality

Grade 9, as above and:

- Lead the team on the use of a variety of analysis tools to provide complex analysis and concise insight to stakeholders, providing day-to-day oversight of data management, reporting and analysis systems
- Scope, develop, manage and deliver a concurrent portfolio of projects
- Identify, promote and create opportunities to use intelligence to inform decision making
- Provide evidence-based challenge to identify areas of weakness, low performance, unmet need or poor value for money
- Present findings to a range of audiences, telling compelling stories to inform high-level decision making

Grade 10

- Foster strong and influential relationships with key stakeholders in the development of significant analytical activity to support transformation projects and key council priorities
- Lead on the development of a Council-wide strategy for the management and storage of data, including processes for pseudonymisation and anonymisation of person identifiable data for secondary purposes, the application of data ethics and the implementation of a data hub
- Take lead role in the development of a corporate, council wide Data Analysis Platform
- Deputise for the Data & Analysis Team Manager as required

Monitoring and ongoing development of outcomes

As part of the annual Performance Development Review (PDR), outcome-based targets, reflecting the Council's Values, will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

Experience

The ideal candidate will have the following level of experience...

Grade 7

- Experience of data management and analysis
- Able to manage own workload
- Preparing and presenting accurate & relevant management information

Additional experience at Grade 8

- Experience of delivering to challenging deadlines
- Developing and managing a data warehouse
- Analysing and understanding business requirements to develop and produce relevant, high quality management information and analysis
- Joint agency/partnership working
- Managing own workload to ensure timely delivery of projects, sometimes within tight deadlines

Additional experience at Grade 9

- Collaborative approach
- Working with senior managers on sensitive or complex issues
- Significant experience of using demographic, service and other data to analyse and assess need
- Research skills

Additional experience at Grade 10

- Evidence and experience of advising and influencing elected members, senior managers and partners in strategic policy decisions and resource allocation through the application of relevant insight and intelligence
- Experience of influencing/leading a high performing/matrix team

Behaviours and qualifications

Behavioural attributes at grade 7, 8 and 9

- Collaborative approach
- Self-motivated and determined
- Good written and verbal communication skills
- Committed to high standards
- Able to work as part of a team
- Able to work under own initiative and manage time and workload effectively
- Flexibility and willingness to adapt to new ways of working and to undertaking new areas of responsibility
- Outcome-focussed
- Willing to share knowledge with others
- Persistence and determination
- Pro-active approach
- Engage positively with external stakeholders

Additional behavioural attributes at Grade 10

- Excellent negotiation skills
- Able to influence and motivate others
- Able to challenge constructively
- Able to think strategically
- Flexible and adaptable approach
- Ability to work effectively with people at all levels and build effective relationships

Education & Qualifications

Grade 7

- Proficient in mathematics and statistics evidenced by GCSEs Grade 4-9 / A – C, A Level or equivalent or equivalent experience
- Commitment to Continuous Professional Development (CPD)

Grade 8

- Degree-level qualification or equivalent experience
- Evidence that CPD has been undertaken and activities reviewed

Grade 9

- Evidence that CPD has been undertaken and activities reviewed
- Degree-level qualification or equivalent experience

Grade 10

- Evidence that CPD has been undertaken and activities reviewed
- Evidence of experience of disseminating knowledge and developing peers in relevant areas to support the direction of the team
- Degree-level qualification or equivalent experience

Knowledge, Skills and Understanding

Grade 7

- Basic descriptive statistical analysis
- Able to present data in a format which is easy to understand
- Awareness of basic data management principles
- Performance management
- Understanding of relevant areas of Council business
- Advanced IT skills in databases, spreadsheets
- Ability to work with/across a range of stakeholders
- Understanding of good information governance issues
- Project Management skills
- Able to use critical thinking skills

Grade 8 – as grade 7 plus:

- Advanced IT skills in SQL Server Data Warehousing, database management and advanced use of spreadsheets
- Awareness of emerging business analytics tools
- Awareness of more advanced statistical analysis
- Able to present and interpret data in both written and verbal formats

Grade 9 – as grade 8 plus:

- Collaborative approach
- Ability to calculate and apply advanced statistical analyses
- Ability to inform data management approaches
- In depth understanding of the role of Local Government and partners in relation to at least one specialism
- Proactively coaches and mentors colleagues
- Able to understand and respond to stakeholders' requirements
- Able to write and present complex reports

Grade 10 – as grade 9 plus:

- Excellent negotiation skills
- Able to influence and motivate others
- Able to shape approaches to data management
- Able to plan, support and prioritise workload for the team
- Able to evaluate and identify areas of improvement in the team
- Able to design and lead on complex research projects