

A Typical Week in the Life of The Data Analyst Career Progression Role

This role is based within the Council's **Planning, Performance & Insight** team, specifically within the **Data, Analysis & Insight Team**. That team is organised in four constituent parts – Vulnerable Children, Adults (including health and social care), Communities & Place (including environment, economy & infrastructure, and public health) and Education.

We are responsible for:

- ✿ Business intelligence: Managing and analysing data to provide managers and decision-makers with information, intelligence and insight about local needs and patterns of demand, including operational management information to support service delivery and oversight
- ✿ Performance management: Providing the foundation of performance information to inform scrutiny of service performance across the Council

What you can expect in the role:

Officers within the team in these roles routinely manipulate and interrogate relatively large datasets relating to the areas of business the Council is involved within. This is collected directly from third party sources, such as schools, or imported from case management systems used by social workers, for example, and loaded into SQL Server data marts overnight.

There is the opportunity to help shape this infrastructure and query directly from it, as well as publish standard regular reports through SQL Reporting Services and Visual Studio to make available to managers on demand. Microsoft Excel is also used widely as an analysis tool and delivery mechanism. Most work is governed either via an annual workplan to existing deadlines, or via a task trackers, MS Planners and To Do lists to manage and oversee ad hoc requests for information and analysis submitted to the team.

In developing new requirements, there is a close working relationship with operational staff to undertake business analysis and interpret requirements against existing data to inform outputs. Each team works closely together and with other colleagues across Planning, Performance & Insight to shape and test these requirements prior to final release.

The Freedom of Information Act gives rise to numerous requests for information from the public. This gives the post holder the opportunity to respond to these queries within statutory timescales, and again work with a range of colleagues across the organisation to formulate accurate responses.

Increasingly, the team are asked to produce detailed analytics for senior manager oversight, particularly in relation to savings programmes. The team lead on a council-wide programme, aligned with the Corporate **Data & Intelligence Strategy**, to migrate all data and reporting to a cloud based Azure Data lake analytics platform, exploiting the features of Microsoft Power BI to visualise management information and analysis. There is an opportunity to be involved in shaping our approach in this area, as well as utilising this tool to provide dynamic, intuitive, and interactive analytics reports to colleagues and management teams, and influence the cultural change required to adopt this new approach.

Overall, the team is professional and highly skilled. There is friendly and respectful atmosphere across the service, and colleagues are challenged and supported to develop and find creative solutions, independently and collectively, to the range of queries we are asked to respond to. Since the advent of the pandemic, most activity is undertaken remotely, with increasingly more frequent office-based working.