Job Profile PNTBC

Data Analysis & Insight Team Manager Grade: 11 (JE: 30014)

About the Job

The post-holder will manage a highly skilled team of data analysts responsible for strategic insight and intelligence to inform the effective commissioning and delivery of services. Working predominantly in one of four areas of delivery (Vulnerable Children, Education, Adult Social Care and Place (Environment, Economy & Infrastructure)) the team is responsible for the provision and interpretation of service operational and performance data while ensuring that these services are able to meet the data requirements of commissioners, managers, Members and Government departments. The post-holder will use business analysis skills to understand the needs of senior managers and politicians and manage the development of information analysis systems, reports and datasets to meet those requirements, cultivating the organisational culture to deliver a data-driven ethos across the council

This is what we need you to do...

- Lead a team of insight, research and data management analysts, in a specialist business area to contribute to a range of expertise across the team. Specialisms may relate to a particular client group, an area of public sector delivery, a particular geographic focus or a particular analytical technique or approach
- Develop strong relationships with key stakeholders
- Collaborate with the Strategic Intelligence Manager and wider team on leading the development of a Council-wide strategy for the management and storage of data, to create a culture of a Data-driven council
- Design, influence and shape processes for pseudonymisation and anonymisation of person identifiable data for secondary purposes, and the implementation of a data and analytics platform
- Develop a thorough understanding of the data & analysis needs (current and future) of the area of specialism to inform the development of a council wide Intelligence Strategy within the Data & Analysis Team
- Identify, promote and create opportunities to use intelligence to inform decision making
- Report and interpret management information to support operational decision-making and ensure best use of resources
- Monitor, analyse and interpret performance information so as to identify areas of concern and assist managers in developing plans to address those concerns
- Gather and catalogue qualitative and quantitative evidence that can be used to inform self-assessment and external inspection processes to demonstrate the Council's impact on outcomes
- Oversee the production of data returns and performance information for commissioners and central government.
- Provide support, advice and training to operations staff and managers to drive up and improve organisational data literacy on the collection of management information and performance indicators
- Provide training and support to commissioners, managers and partners in order to ensure decisions are based on a sound understanding of local needs
- Lead a team of research and data management analysts, and develop strong relationships with key stakeholders, in a specialist business area to contribute to a range of expertise across the team. Specialisms may relate to a particular client group, an area of public sector delivery, a particular geographic focus or a particular analytical technique or approach.
- Assist service managers and leaders in setting realistic targets and interpreting performance data for their areas of responsibility.
- Maintain high standards of data quality across the Council
- Develop web-based information and other analytical tools that commissioners and partners can use to understand needs
- Scope, develop, manage and deliver a concurrent portfolio of projects
- Collaborate with other Team Managers in the Data & Analysis Team to provide peer support and pool resources across the teams in order to ensure that the business needs of the Council and partners are met
- Deputise for the Strategic Intelligence Manager as required

Monitoring and ongoing development of outcomes

As part of the annual Performance Development Review (PDR), outcome-based targets 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.

The ideal candidate will have...

Experience

- Application of principles of data management, data engineering and analysis
- Joint agency/partnership working, representing the council at regional and national forums
- Preparing and presenting complex data and intelligence information
- Experience of delivering to challenging deadlines
- Developing and managing a data warehouse and a data-driven approach to insight and data management environments
- Analysing and understanding business requirements in order to develop and produce relevant, high quality management information
- Effective management of staff
- Leading and managing a high-performing, highly skilled team
- Evidence and experience of advising and influencing elected members, senior managers and partners in strategic policy decisions and resource allocation, on sensitive or complex issues

Knowledge, Skills and Understanding

- Consultative approach to developing specifications and delivering outcomes
- Ability to manage complex stakeholder relationships
- Data management
- Performance management
- In depth understanding of the role of Local Government and partners in relation to at least one specialism
- Able to present and interpret data
- In depth understanding of statistical and analytical skills
- Advanced IT skills in SQL Server Data Warehousing, database management, spreadsheets
- Project management skills, process-mapping and LEAN techniques

Behavioural attributes

- Able to work under own initiative and manage time and workload effectively
- Ability to work autonomously and lead teams of experienced analysts working with their own levels of autonomy
- Flexibility and willingness to adapt to new ways of working and to undertaking new areas of responsibility
- Collaborative approach
- Self-motivated and determined
- Excellent written and verbal communication/presentation skills
- Committed to high standards
- Willing to share knowledge with others and develop colleagues at all levels to increase self-sufficiency across the organisation
- Excellent negotiation skills
- Able to think strategically
- Able to influence and motivate others
- Able to work as part of a team

Education & Qualifications

Essential

- Degree or equivalent qualification or experience in a relevant business or technical area
- Proficient in mathematics and statistics