

## About the job

A Data Analyst will be 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.

### This is what we need you to do...

- 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
- 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

### 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**

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

\*\*\*\*\*

## **Behaviours and qualifications**

### **Behavioural attributes**

- 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

### **Education & Qualifications**

- Proficient in mathematics and statistics evidenced by GCSEs Grade A – C, A Level or equivalent or equivalent experience
- Commitment to Continuous Professional Development (CPD)
- Degree-level qualification or equivalent experience
- Evidence that CPD has been undertaken and activities reviewed

\*\*\*\*\*

## **Knowledge, Skills and Understanding**

- 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
- 
- 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