

Job Profile

Data Analyst

Grade F

JE ID JE TBC

Date: March 2026



Gloucester
City Council

About the Job

To provide high-quality data analysis, reporting and insight to support the Council's Transformation Programme. The role analyses data from corporate and service systems to produce clear, accessible insight that informs service redesign, commissioning decisions, financial sustainability and performance improvement. Working closely with programme leads, service managers and corporate colleagues, the post ensures decisions are based on robust evidence and that risks and opportunities are clearly understood. The role also supports Local Government Reorganisation (LGR) by providing analytical insight to inform transition planning, service alignment and future operating models, helping to manage risk, understand demand and ensure continuity of services during and after reorganisation.

This is what we need you to do...

Data analysis and insight

1. Collect, validate, analyse and interpret data from multiple sources to support transformation, service improvement and commissioning activity.
2. Apply analytical judgement to identify trends, patterns, risks and opportunities within complex datasets and translate these into clear, actionable insight and recommendations.
3. Produce analytical reports, briefings and presentations to support programme boards, senior managers and other stakeholders.
4. Provide analytical insight to support Local Government Reorganisation (LGR), including analysis of service data, performance information and demand trends to inform transition planning and future service delivery arrangements.

Reporting, dashboards and performance information

1. Design, develop and maintain dashboards and performance reports (e.g. Power BI or equivalent) that support monitoring of transformation benefits, savings, risks and delivery milestones.
2. Support the development and use of meaningful performance measures and KPIs aligned to transformation objectives, service plans and corporate priorities.
3. Provide both routine and ad-hoc reporting to meet programme, service and corporate requirements.

Data quality and governance

1. Support improvements in data quality by identifying issues, working with system owners and service teams to resolve them, and promoting consistent definitions and standards.
2. Ensure that all analytical work complies with information governance requirements, including data protection legislation and council policies.

Stakeholder engagement and support

1. Work collaboratively with programme managers, service leads and corporate teams to understand analytical requirements and translate these into effective data solutions.
2. Present complex information clearly to non-technical audiences, supporting understanding and informed decision-making.
3. Provide advice, guidance and informal training to colleagues to support effective use and interpretation of data and dashboards.

Corporate responsibilities

1. Work in accordance with Gloucester City Council's values and behaviours, contributing positively to a culture of collaboration, innovation and continuous improvement.
2. Comply with all relevant council policies and procedures, including health and safety, equality and diversity, and information security.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, 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...

Knowledge & Experience

Essential

- Proven experience in a data analyst, performance or management information role.
- Experience of analysing complex datasets and producing insight to support operational or strategic decision-making.
- Experience of producing reports, dashboards or presentations for a range of audiences, including non-technical stakeholders.
- Experience of working with multiple data sources and addressing data quality issues.
- Understanding of information governance and data protection requirements.

Desirable

- Experience of working in a local authority or public sector environment.
- Experience supporting transformation, commissioning, financial sustainability or service redesign activity.
- Experience of supporting programme or project reporting.

Skills & Abilities

Essential

- Strong analytical and problem-solving skills, with the ability to interpret and explain complex information clearly.
- Ability to design and develop dashboards and visualisations (e.g. Power BI or equivalent tools).
- Advanced Excel skills and confidence working with large datasets.
- Ability to manage competing priorities and deliver work to agreed deadlines.
- Strong communication skills, both written and verbal.

Behavioural attributes

The postholder is expected to demonstrate **Level 2** of Gloucester City Council's Employee Behaviours Framework, including:

- **We work together to make residents' lives better** – working collaboratively across teams and services to support transformation outcomes.
- **We are innovative and forward-thinking** – using data creatively to improve services and ways of working.
- **We are passionate about the City** – understanding how transformation activity contributes to better outcomes for Gloucester and its communities.
- **We treat all people with fairness, compassion and respect** – communicating clearly and professionally with colleagues and stakeholders.

Education & Qualifications

Essential

- Degree-level qualification in a relevant subject (e.g. data, statistics, economics, social sciences, computing) **or equivalent relevant experience.**

We recognise the positive value of equality and diversity and pride ourselves on growing a high-performing workforce that is diverse, skilled, talented and represents the community it serves. We recruit the best person for the without regard to race, colour, religion or belief, age, nationality, ethnicity, gender, gender identity, gender expression, sexual orientation, marital status, veteran status, disability or caring responsibilities.; removing barriers to employment wherever we can.



Desirable

- SQL or equivalent data querying skills.
- Experience of working with corporate systems and performance frameworks.

Additional Information

This post is subject to Gloucester City Council's terms and conditions of employment and relevant council policies.

Desirable

- Relevant professional qualification or certification in data analysis, business intelligence or performance management.

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