

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES
JOB DESCRIPTION

<u>POST TITLE :</u>	Analyst
<u>PAY BAND :</u>	Band 9
<u>JOB EVALUATION NO.</u>	C2968
<u>REPORTING RELATIONSHIP</u>	Performance Coordinator
<u>JOB PURPOSE :</u>	To provide high quality and pro-active support to the senior analysts in the extraction of data, provision of analysis and production of reports taking specific responsibility for work areas and topics as directed. Build up a good range of knowledge in the different areas of the team's work in order to be flexibly deployed to meet changing priorities and demands, demonstrating an aptitude for data extraction, analysis and presentation.
<u>POST NO.</u>	POS001045
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Ensure the accurate and timely provision of analysis in a specified service, policy or work area to identify trends and key issues. Undertake research to support such analysis, providing reports on key issues as appropriate and drawing in further resource as required to meet the prioritised needs and demands on the team.
2. With particular regard to the Children and Adults Directorate, research and understand the requirements of national government in relation to the collection and return of performance data, taking ownership for accurate and timely completion of such returns as directed.
3. To ensure compliance across the authority with the Council's performance management framework and develop templates and other tools to support directors, heads of service and managers as appropriate.
4. Maintain an accurate list of reported KPIs and PIs for the given area of lead responsibility ensuring this feeds into needs across the authority, and ensure that where required, performance data is available to be presented to relevant senior management and member meetings and that this is updated in a timely manner to

reflect learning, regional working and changes in priorities and performance frameworks.

5. Support development of the Council's approach to data analysis and on the need for change as necessary, feeding into relevant partnership groups to ensure clarity and consistency of information used.
6. Complete statutory returns on behalf of the Council as requested by Government bodies, complying with the requirements of the Data Protection Act 1998.
7. Identify opportunities for reducing and rationalising the quantity of data, the targets and returns and to carry out the role at all times with a view to minimising the time taken.
8. Provide management information for national and local performance indicators and targets, including financial spreadsheets, undertaking research to support such analysis, providing reports on key issues as appropriate and in a timely manner.
9. Coordinate the collection of data and intelligence to inform working with schools, safeguarding boards and other partners, providing recommendations on remedial action as appropriate.
10. Lead on a programme of information improvements and data quality to inform service planning and change projects.
11. Contribute to delivering an annual programme of intelligence and research reports.
12. Produce reports on an ad-hoc basis for various committees, officers, schools and other establishments as requested.
13. Link to neighbouring authorities and other agencies for statistical comparisons and benchmarking purposes.
14. Liaise with frontline staff to support their understanding and recording of accurate data to enable the production of timely and robust performance information.
15. Provide high quality analysis based on robust data and clear evidence to assist in preparation for external inspections and monitor and keep under review resultant action plans.
16. Present analysis and data in an accurate and accessible way to enable onward reporting to relevant Senior Management Teams.
17. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
18. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
19. Carry out your role in line with the Council's Equality agenda.

20. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
21. Any other duties of a similar nature related to this post that may be required from time-to-time.
22. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
23. This post is subject to a standard disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: September 2016

DARLINGTON BOROUGH COUNCIL
PERSON SPECIFICATION
CHILDRENS AND ADULTS SERVICES
ANALYST
POST NO. POS001045

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Qualification in a relevant field		D
2	Educated to degree level or equivalent		D
	Experience & Knowledge		
3	Approx. 4 years' experience of analysing data and reporting to a range of audiences	E	
4	Proven understanding of the local government policy context	E	
5	Approx. 4 years' experience of providing advice in local government or other public agency	E	
6	Approx. 4 years' experience of collating data, and ensuring consistency of the quality of that data	E	
7	Experience of developing, implementing, monitoring and reviewing strategies and policies	E	
8	Experience of providing comprehensive and concise written reports, including performance reports	E	
9	Experience of administering performance management systems	E	
10	Experience of working within public service partnership arrangements		D
11	Experience of data sharing protocols and their implementation		D

[Type here]

12	Experience or understanding of commissioning processes and the role of intelligence within them		D
13	Experience of providing intelligence to and liaison with schools, health or other partners		D
14	Experience of Local Authority inspections		D
	Skills		
15	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	E	
16	Ability to undertake research and report on its findings	E	
17	Ability to give attention to detail and have confidence in dealing with numbers, drawing trends and presenting accurate information	E	
18	Proven administrative skills to ensure consistency and quality	E	
19	Ability to present complex information in formats appropriate to non-specialists without compromising meaning	E	
20	Analytical and interpretational skills using a range of information sources and research methodologies	E	
21	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	E	
22	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines	E	
23	Ability to balance a range of conflicting demands, meeting deadlines	E	
	Personal Attributes		
24	Ability to work successfully as part of a team	E	