

**North of Tyne Combined Authority
Job Description**



Post title: Data & Insights Officer (A4820)
Responsible to: Principal Innovation and Economy Manager
Responsible for: n/a
Evaluation: 586 Points **Grade:** N9

Job purpose:
To act as the operational lead on the provision of data analytics and interpretation in relation to the North of Tyne and wider economy and to provide the critical evidence base to influence policy and funding decisions

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To develop and apply an analytical approach to understanding the needs and characteristics of the economy and residents across the region. This will include the interpretation and analysis of key datasets and surveys to influence policy making and spending decisions.
2. To design and implement innovative and bespoke approaches to gathering, analysing, interpreting and disseminating national and local data – drawing from open and other data sources, such as surveys and consultations. This will include developing, managing and maintaining intelligence/datasets to ensure they are relevant, timely and fit for purpose.
3. To commission internal and/or external research on the needs and characteristics of the economy and residents and provide relevant information and intelligence to support and contribute to the Economic Vision and other key work programmes and strategies.
4. To take a lead in developing relevant sections of the Combined Authority's key reports, reviews and updates. These could include the Annual Report and Corporate Plan and economic assessments with regular analysis and updates as required covering key areas of economic activity and impact, working closely with the Programme Management Office.
5. To design, develop and adapt information systems to capture, analyse and report information to support robust decision making and targeting of investment including supporting the delivery of the Combined Authority's Evaluation Framework through the

provision of baseline data and performance management reporting against Investment Programmes.

6. To lead the development of CA wide policies and procedures in the use of data, including data capture, maintenance, sharing and production of data and metadata.
7. To lead the information sharing, information security and data protection requirements specifically in relation to data required for the economic analysis activity, negotiating and obtaining access to data from partners and the development of Information Sharing Agreements across partner organisations.
8. To develop and maintain effective working relationships with internal colleagues and external partners at all levels to facilitate information sharing and collaboration.
9. To design and deliver advice, guidance and training to internal colleagues and external partners regarding data, systems and other analytical and/or statistical approaches.
10. To co-ordinate and lead the production of intelligence products and reports for audiences at all levels both internal and external to the Combined Authority.
11. To inform, influence and provide support for various Foreign Direct Investment enquiries.
12. To represent the Combined Authority at a regional and national level on matters including developing approaches to data analysis to inform local strategy and decision making, demography modelling and census
13. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.