 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: Strategy, Quality and Improvement	
JOB TITLE: Data and Systems Analyst – Children's Regional Commissioning			
GRADE: K			
REPORTING TO: Manager – Children's Regional Commissioning			
1.	JOB SUMMARY The post will: <ul style="list-style-type: none">• Contribute to the development of a Regional Sufficiency Strategy and Regional Commissioning Plan on behalf of the 12 North East Local Authority Children's Services.• Work with the Regional Commissioning team and Local Authority commissioning and procurement teams to design and produce analytical tools which support assessment of need, business planning and inform decision making.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	Lead the provision of high quality, timely, accurate analysis, intelligence and data to support the effective planning of services and provision for children and young people.	
	2.	Collect, analyse, interpret and present varied and complex datasets and intelligence, in ways that are accessible, meaningful and appropriate for use and which take account of confidentiality requirements and statistical robustness	
	3.	Contribute to the development of regional needs assessments by sourcing, analysing and presenting data; providing analytical and statistical advice; and contributing to the development of reporting tools.	
	4.	Design and adapt information systems and datasets, in partnership with the North East Local Authorities as appropriate, to reflect the information and intelligence needs of the Regional Strategic Children's Commissioning Group (SCCG).	
	5.	Liaise with a wide range of data providers to secure access to datasets as required.	
	6.	Co-ordinate the receipt and validation of data sets from various sources, identifying data problems and proposing solutions.	
	7.	Work alongside the Commissioning Support Officer, to critically appraise evidence to support the development and implementation of commissioning solutions and plans	

	8.	Maintain positive relationships with Data Analysts from across the North East Local Authorities and NEPO ensuring that regional solutions are informed by their local knowledge and intelligence.
	9..	Ensure that the security of IT systems and the confidentiality of personal data are maintained at all times in line with relevant organisational policies.
	10	Deputise for the Manager – Children’s Regional Commissioning as required

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton-on-Tees Borough Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			

Job Description agreed by: (Post holder)
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Job Description dated September 2021



PERSON SPECIFICATION


Job Title/Grade	Data and Systems Analyst – Children’s Regional Commissioning	Grade K
Directorate / Service Area	Children’s Services	Strategy and Improvement
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Relevant postgraduate qualification or equivalent experience in a public health or research/analytical related field		Application form / Certificates
Experience	<p>Experience of working with larg and complex datasets</p> <p>Experience of analysing and interpreting demographic, social care, health care and/or local authority data</p> <p>Experience of presenting complex and contentious information to a wide ranging audience</p>		Application / Interview

	Experience in the use of Microsoft Office products such as Power BI		
Knowledge & Skills	<p>Highly numerate with highly developed analytical skills to present complex and/or sensitive information clearly</p> <p>Knowledge of demographic and children's social care data sources and datasets</p> <p>Understanding of children's social care policy</p> <p>Knowledge concerning statistical techniques and procedures relevant to the analysis and interpretation of data sets, such as standardisation, confidence intervals, statistical process control</p> <p>Sound understanding of data security and confidentiality issues</p> <p>Advanced level of skill in interpreting users' requirements and good problem solving ability</p> <p>Ability to work effectively with a wide range of partners</p>		Application / Interview

	<p>Excellent communication skills including the ability to be clear and informative both orally and in writing</p> <p>Ability to write reports, guidance, templates and presentations</p> <p>Ability to plan and organise own workload, work under pressure and meet deadlines</p>		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement		Application / Interview
Other requirements	<p>Energy, commitment and accuracy</p> <p>Ability to travel independently throughout the North East region</p>		Application / Interview

Person Specification dated: September 2021

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services	SERVICE AREA: Strategy, Systems and Improvement
JOB TITLE: Data and Systems Analyst – Children's Regional Commissioning	
GRADE: L	
REPORTING TO: Team Manager – Children's Regional Commissioning	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties – occasional	Yes
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail	No
No known risks associated with this role	No

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Jane Smith
Date: 5.1.21