 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate: Adults &amp; Health</b>		<b>Service Area: Adult Social Care/Public Health</b>
<b>JOB TITLE: Strategic Analyst – Adult Social Care</b>		
<b>GRADE: K</b>		
<b>REPORTING TO: Public Health Intelligence Specialist</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>  To provide high-quality analytical support to inform the development, and monitor the effective delivery, of Adult Social Care within Stockton-on-Tees; providing information and analysis that supports performance, needs assessment, commissioning, system/service re-design, development, implementation and evaluation of a wide range of projects and initiatives, including the review of a suite of bespoke analytical products that could provide detailed insights into Adult Social Care.  To be instrumental in describing, predicting, and improving business performance through bridging the gap between data and intelligence to provide a clear business narrative.  To provide the information and analysis needed in preparation for, and during, the Adult Social Care CQC Assurance process.  To support co-production in Stockton-on-Tees and ensure the voice and views of people who are supported by Adult Social Care are included within analysis.  To collaborate with the NHS and Public Health to ensure Adult Social Care information and data is analysed alongside other appropriate datasets.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	To collect, analyse, interpret and present very varied and complex adult social care related data and intelligence to a wide range of audiences, in ways that are accessible, meaningful and appropriate for use and which take account of confidentiality requirements and statistical robustness.
	2.	To take a lead role for Performance monitoring within Adult Social Care, developing and producing both routine and ad hoc reports and working across Directorates to embed adult social care performance measures into corporate and Directorate reporting arrangements. Working effectively with the Council's Information and Improvement Team.
	3.	To support the development of the Joint Strategic Needs Assessment, Market Sustainability assessment and Market Position Statements, through Adult Social Care intelligence inputs including: sourcing, analysing and presenting data on the determinants of health and patterns of disease and mortality that impact upon

		Adult Social Care; the provision of analytical and statistical advice; and contributing to the specification and development of reporting tools.
	4.	To enable access to a wide range of Adult Social Care data/information sources locally, regionally and nationally, and advise on the availability and interpretation of Adult Social Care related data, identifying when they are appropriate to be used.
	5.	To support the implementation of the Adult Social Care Strategy and Council Plan and provide data/information/analysis for reporting progress.
	6	To liaise with a wide range of stakeholders, including the NHS, Public Health, VCSE partners to secure access to datasets for both ad hoc projects and routine monitoring requirements.
	7	To co-ordinate the receipt, and validation of data sets from various sources, identifying data problems and proposing solutions.
	8	To lead on discrete Adult Social Care intelligence projects, such as carrying out audits, undertaking performance monitoring and analysing research data to meet current priorities and initiatives.
	9	To develop and maintain performance dashboards for senior managers to use to monitor the implementation of service improvements and financial targets.
	10	To help drive service improvement, best value and quality improvement within services by challenging existing ways of working and actively seeking ways to achieve better service outcomes, ensuring that key performance and financial targets are met and corrective action taken where necessary.
	11	To establish and maintain robust project monitoring and control mechanisms which enable projects to be successfully delivered.
	12	To embed the principles of co-production within strategic intelligence.
	13	To keep up-to-date with developments, policies, legislation and best practice to inform Adult Social Care policy and practice.
	14	To support the work of the Adult Social Care team as and when required.
	15	To work with Children's Services and Adult Social Care teams on datasets to support the transition of young people into adult services.
	16	To support members of the Adult Social Care team in the production of analysis through training and advice.
	17	To provide analysis and reports on all aspects of service performance and trends to enable understanding of the drivers for change and future needs.
	18	Supporting and coaching staff and partners to develop a better understanding of the role and use of data, information and intelligence and their essential function within Adult Social Care and the Council as a whole.
	19	To engage with the analytical community and academic bodies to support the development of business analytics in Adult Social Care.
	20	To ensure that the security of IT systems and the confidentiality of personal data are maintained at all times in line with relevant organisational policies.
	21	To keep up-to-date with emerging developments in relation to Adult Social Care intelligence, advising senior officers, members and partners of these and developing and refining approaches accordingly.
	22	To demonstrate the Council's Behaviours which underpin the Culture Statement.

### 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 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.

**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)	James O'Donnell		
Job Description agreed by: (Post holder)	.....	.....	.....

**Job Description dated          June 2022**



## PERSON SPECIFICATION

Job Title/Grade		
Directorate / Service Area	<b>Adults &amp; Health</b>	Public Health
Post Ref:		

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent qualification or possess significant demonstrable experience commensurate with the role</li> </ul>	<ul style="list-style-type: none"> <li>Specific analytical training with professional accreditation</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>Experience of analysing and interpreting adult social care or healthcare, demographic and/or local authority data</li> <li>Experience of working with large complex datasets</li> <li>Using information, data, and intelligence to ensure effective</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting research, literature searching and critical appraisal</li> <li>Experience in the use of Microsoft Office products such as Power BI</li> <li>Experience of working within politically sensitive environment.</li> <li>Supporting the development of information sharing processes</li> </ul>	Application / Interview


	<p>decision making, policy development and continuous improvement.</p> <ul style="list-style-type: none"> <li>• Undertaking needs analysis and performance assessments</li> <li>• Providing advice and guidance in relation to policy development, strategic planning, and performance.</li> <li>• Implementing projects and planning activity carrying out research activities and projects using a range of analytical techniques and methods</li> <li>• Presenting data and information in a wide range of formats for a range of audiences at all levels.</li> <li>• Developing and implementing information management systems and processes.</li> <li>• Experience of horizon scanning to keep abreast of emerging legislation, policy, and issues</li> </ul>		
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Good understanding of the Data Protection Act 2018 and General Data Protection Regulations (GDPR).</li> <li>• Knowledge and understanding of the Equality Act 2010.</li> <li>• Knowledge and understanding of the Care Act</li> <li>• Comprehensive knowledge of software skills in spreadsheets, databases, and analytical techniques.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current adult social care policy</li> </ul>	

	<ul style="list-style-type: none"><li>• Highly numerate with highly developed analytical skills to present complex and/or sensitive information clearly</li><li>• An understanding of health inequalities and the social determinants of health</li><li>• High levels of analytical and research skills, including analysis of complex qualitative and quantitative data sets</li><li>• Ability to seek out innovative and creative solutions.</li><li>• Knowledge concerning statistical techniques and procedures relevant to the analysis and interpretation of data sets, such as standardisation, confidence intervals, statistical process control</li><li>• A good understanding of data security and confidentiality issues</li><li>• A high level of skill in interpreting data requirements and good problem solving ability</li><li>• Strong organisational skills, including an ability to plan and manage own workload.</li><li>• Demonstrate excellent interpersonal skills, with proven experience of building and maintaining internal and external relationships</li><li>• Good oral and written communication skills</li></ul>		
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	<ul style="list-style-type: none"><li>• Ability to work effectively with elected members</li><li>• Proficient in the use of Microsoft Office products including Excel and PowerPoint</li></ul>		
Specific behaviours relevant to the post	<ul style="list-style-type: none"><li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li></ul>		Application / Interview
Other requirements			

**Person Specification dated**

**June 2022**

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Adults & Health	<b>SERVICE AREA:</b> Adult Social Care/Public Health
<b>JOB TITLE:</b> Strategic Analyst – Adult Social Care	
<b>GRADE:</b> K	
<b>REPORTING TO:</b> Public Health Intelligence Specialist	

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	No
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	No
Other known risks – please detail	No
No known risks associated with this role	Yes

**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:



Date: 23/09/2022