

Job Description

Post title	Data and Analysis Team Manager
Grade	N10
Job Evaluation Code and Points	A5061 638 points
Directorate	Operations
Team	Business Transformation, Performance and Insights
Reporting to	Senior Programme Manager, Evidence and Evaluation
Responsible for	Staff as allocated

Job Purpose

This role will lead the analytical team within the North East Combined Authority (North East CA), and will proactively build upon the foundation of data driven, evidence led policy making that has started within the North East CA. You will work closely with colleagues and partners to champion and embed data and analysis within decision making, illustrating the value and impact that linking evidence and policy together can have. You will provide expert economic advice and support, whilst remaining curious and innovative to new opportunities to maximise our analytical outputs You will be an excellent communicator who can translate complex and varied data to a range of audiences, build trust and inspire our stakeholders.

This role will suit anyone who enjoy working collaboratively in a strategic environment, with high levels of autonomy in determining how to maximise impact by developing new analysis and ways of working, including work to leverage expertise from outside of the North East CA.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

- To drive the organisation's analytical approach to embed data in decision-making, strategy and policy development, bid development and delivery.
- To provide economic evidence and insight to support the work of the North East CA so it becomes the key organisation to provide intelligence on the North East economy and can drive the policy debate through independent analysis of the economic performance.

- Lead the North East CA's analytical team, providing line management, pastoral support and advice.
- As a technical expert, lead and manage data analysis and analytical support to inform policy decisions and long term strategies including the Corporate Plan; Local Growth Plan; key programmes and projects within the organisation and across our region.
- Proactively source, understand and interpret complex and innovative data sets to provide analysis, insights and advice to inform the organisation's priorities, and delivery.
- Promote the team's role as a hub of data and evidence expertise and excellence to support the North East CA's vision and missions.
- Lead on the analysis of various complex data sets and summarise findings in a clear and intelligible ways including verbal and written outputs to a range of audiences including the North East CA's Cabinet and Committees, Local Authorities, business and education representatives.
- To lead on the identification and monitoring of performance against key regional economic indicators and to develop and maintain communications about them.
- Lead the development of the North East Evidence Hub including reviewing and updating the content plan, working closely with our web developers to ensure site remains fit for purpose and support with awareness raising.
- Understand the strengths and weaknesses of various data sources and advise the organisation appropriately and understand and articulate how factors can influence findings.
- To advocate and support colleagues and partners in using data, analysis and evidence, provide advice, guidance and training across North East CA teams and with partners to add maximum value to policy making and delivery.
- Monitoring budgets and ensuring the effective use of financial resources within the budget available.
- Undertake procurement exercises and effectively manage contracts with external suppliers, as and when required, which will support the priorities of the team and the wider organisation.
- To deputise for the Research, Analysis and Evidence Programme Manager as and when required.
- To promote and implement the Combined Authority's Equality and Diversity Policy in all aspects of employment and service delivery.

Organisational responsibilities

- **Communication**
We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.
- **Confidentiality**
All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person specification
Job Title: Data and Analysis Team Manager

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • High level of education attainment, a good first degree in Economics or equivalent experience in providing economic advice • Demonstrable experience at working nationally, regionally, and locally in an analytical role or equivalent. 	<ul style="list-style-type: none"> • Qualifications related to advancing statistical or analytical knowledge or methodologies
Experience	<ul style="list-style-type: none"> • A proven track record of demonstrating excellent quantitative and qualitative analytical skills and previous experience of working in an analytical role to inform policy development and decision making. • Experience of interpreting and presenting data sets, analysis and research to a wide range of audiences. • Excellent communication skills, both written and oral including the ability to present complex information in an easily understood, accessible format. • Understanding of how intelligence is used by the North East CA and its key partners to inform policy and practice. • Knowledge and understanding of a wide range and interdependency of economic data sets, including related areas such as societal, health, net zero, etc. • A background of engagement with senior leaders and other professionals across a range of organisations and sectors. • Experience of developing, influencing and managing stakeholder partnerships and relationships at local, regional and national level to facilitate sharing of best practice related to analytical activities and outputs. 	<ul style="list-style-type: none"> • Experience of managing, mentoring or coaching others. • Experience in managing conflict and articulating coherent rationales for action.

<p>Skills and Knowledge</p>	<ul style="list-style-type: none"> • Comprehensive understanding of North East and UK economic performance. • Advanced ICT skills and experience of using Microsoft Office Applications (excel) and technical software such as SPSS; QGIS; R Studio or similar. • Advanced analytical capabilities which leads to innovative and robust methodologies being applied across different datasets. • An aptitude for teamwork with a demonstrable ability to work collaboratively and autonomously to deliver shared outcomes. • Excellent interpersonal, verbal and written communication skills. 	<ul style="list-style-type: none"> • An understanding of the current policy and legislative environment for combined and local authorities.
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Good interpersonal and people management skills • Strong and open style that engages, builds trust and inspires others. • High level of integrity and professionalism. • Committed to working collaboratively – within the organisation and externally. • High level of drive and motivation to deliver results. • Strong interpersonal skills. • Proactive and results orientated approach. • Adaptability and willingness to embrace change. 	<ul style="list-style-type: none"> • Entrepreneurial outlook with the ability to identify and maximise opportunities and manage risks.