

Job Description

Post Title	Data Analyst (Transformation)
Job Evaluation	E00117
Grade	10
Service	Chief Executive's Service
Service Area	Corporate Affairs - Data & Insight
Reporting to	Team Manager - Data Science and Innovation
Location	Your normal place of work is Green Lane Offices, Spennymoor, but you may be required to work at any Council workplace within County Durham
Disclosure and Barring Service (DBS)	This post is not subject to a disclosure.
Flexitime	This post is eligible for flexitime
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

Description of role

This is a key role within the Data Science and Innovation Team and will be responsible for implementing systems and data products to allow collection, analysis and presentation of management information and data to meet the planning, performance and service development needs of the Service and relevant Partners and Stakeholders in relation to the corporate Transformation Programme.

Duties and Responsibilities

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

- To assess the transformation programme analysis and data needs and the development of a work programme to meet those needs.
- To co-ordinate the development, production, presentation and review of a portfolio of management and planning information reports to provide managers with accurate, relevant and timely information in relation to transformation programme projects.
- To specify and develop analytical reports to extract data from computerised information systems, utilising D&I Services query tools and ensuring that all data produced is accurate and valid.
- To implement control procedures to verify data and ensure that quality targets are achieved in respect of the information contained in the Service's management information systems.

- To lead on the development and provision of data to support Transformation programme initiatives relating to planning, commissioning, performance and needs assessment.
- To assess the impact on the councils systems and co-ordinate the production of the statistical requirements of programmes of work.
- To represent, when required, the Service on relevant internal and external partnerships and on regional groups where information management services are being discussed in relation to Transformation workstreams.
- To support the scoping, development, set up and implementation of computerised systems to support requirements of key programmes of work.
- Development of relevant Learning and Development materials to support the implementation of the data solutions for the Transformation Programme.
- To support the development and agreement of information sharing agreements to support key programmes of work.
- To take a lead role in the development and delivery of agreed data sets, using the DAP, to support joint work with other DCC colleagues in relation to transformation programmes of work.
- To support the research and development of new tools and approaches to the extraction, utilisation and presentation of information and data within the Service and with identified partnerships.
- To undertake presentations of planning and management information to relevant management teams and groups.
- To deliver data quality audits in relation to specified systems and analytical outputs.
- To liaise on a regular basis with managers within the council Services in order to assess and monitor the impact of data quality initiatives.
- To establish and maintain appropriate networks in order to produce the requisite data for monitoring service and inter-agency activity.
- To utilise a range of computerised analytical and presentation software to ensure that management and planning information is presented in appropriate formats.
- Commitment to continuous professional development.
- Be able to effectively use data visualization approaches to tell a story using the data back to the organisation in a compelling and effective way.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

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 your manager.

Person Specification

Attributes	Essential	Desirable
Qualifications	NVQ Level 5 qualification in Analytical / Performance/data related subject or equivalent in a relevant discipline OR significant experience in an analytical/performance/data role.	NVQ Level 6 in Performance/data related subject or equivalent in a relevant discipline
Experience	- Experience of producing and presenting statistical information - Experience of using analytical software - Experience of analysing complex datasets and drawing conclusions - Experience of working with managers to define management information needs - Have presented reports to management and senior teams - Supervision / Mentoring of staff - Extraction of information from computerised databases using query tools	Have undertaken and delivered statutory returns within required deadlines
Skills and Knowledge	- Analytical and methodical approach to problem solving - Knowledge of a analytical tooling such as Microsoft Excel,SQL, Power BI etc. - How to make deductions from information to help inform judgments and decisions - Numeracy skills - High level of technical skill in using databases and spreadsheets to extract, analyse and manipulate data - Ability to produce and present statistical information at a level appropriate for the target audience - Project management skills - Ability to produce clear and concise written reports for managers	- Expert in the use of R / Python - Experience in cloud based analytical tooling and infrastructure – MS Azure, Data Bricks etc. - Programming skills in languages such as Python, Java or SQL

	• Ability to converse with technical and non-technical staff • Negotiating skills • Ability to meet set deadlines. • Excellent Problem solving and analytical skills • Excellent IT skills • Good communication, report writing and presentation skills – able to communicate complex information clearly • Data Protection Act & GDPR- ensuring safe handling of sensitive data and anonymisation approaches	
Personal Qualities	• Ability to work on own initiative and as a member of a team. • Understanding of needs of others. • Customer focussed. • Committed to continuous professional development. • Self-Starter • Motivated • Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance)	