

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Statutory Returns & Data Lead

Business Intelligence, Chief Executive's Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## **Purpose and impact:**

To develop a strategy, and promote an inter-agency approach, for the collection, processing, provision of information regarding West Northamptonshire Council data as well as nationally published administrative data and to analyse and interpret this information for customers across all council service areas.

To enable the delivery of management information in response to requests from both internal and external sources through development and implementation of reporting requirements and manipulation of multi data sources to meet the service and partner needs.

To interpret and report upon service information across services to enable managers to make evidence-based decisions to improve the cost effectiveness, efficiency, quality and consistency of service provision

## **Accountable to:**

The Business Intelligence and Population Insights team sits within the Assistant Chief Executive's Directorate and is led by the Head of Business Intelligence and Population Insights. The Business Intelligence and Population Insights team works collaboratively across the council, with external strategic partners to support all areas of the council with excellent, timely and accurate analytics and insights, supporting decision making and financial commitment to support the Councils Strategy, Vision, and priorities for the people of West Northamptonshire.

Working under the direction of the Data & Insights Manager, this post will analyse data relating to business activity around West Northamptonshire Council services. Information will be sent to key stakeholders and form part of internal requirements or form a part of national statutory returns.

This role will also be responsible for liaising with stakeholders and the service to return statutory information to central government.

## **Responsibilities:**

1. To project manage the completion and submission of national and corporate statutory returns, with a focus on accuracy and efficiency, to provide a platform of statistical evidence for management decision making; to work with Team Managers and Finance and provide them with the information they need through analysis, interpretation, hypothesis testing and consensus building to inform their decision making.
2. Analysing data from multiple sources, ensuring production of reports and datasets to meet the requirements of the department, the council and central government initiatives.
3. Design and oversee the implementation of a systematic and comprehensive statutory collection process strategy to enable a programme of continuous improvement for the service area and ensure good value, efficient and effective working.
4. To develop and maintain systems for collecting, verifying, and updating datasets within West Northamptonshire Council, to ensure the provision of relevant and up to date information about services to colleagues in the Business Intelligence and Population Insights team and internal stakeholders across all directorate areas.

5. To develop links with colleagues in Business Intelligence and Population Insights as well as Business Systems team to ensure corporate systems remain the core set of information for all statutory return requirements, and that data held externally be migrated into the core systems as soon as possible to create a single record of customers.
6. To act as a source of expert intelligence for all levels of staff and external agencies, providing advice and support to staff and managers with respect to data interpretation to ensure that they understand, accept, and can act on evidence drawn from management information.
7. To keep under review developments in statutory legislation local service planning to ensure provision of accurate and timely information that meets both statutory return requirements and that of West Northamptonshire Council in effectively managing services.
8. To design, create and analyse themed business insight packs to assist commissioning partners in directing service delivery.
9. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Experience of manipulating, joining, and analysing large datasets	E	A, I, P
Excellent organisational skills	E	A, I
Advanced level of Excel skills (As a minimum the ability to use pivot tables and lookups)	E	A, P
Excellent verbal and written communication skills being able to communicate effectively with technical and non-technical elements of the business	E	A, I
Good influencing skills using evidence based, reasoned arguments	E	A, I

<b>Knowledge:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Experienced in using a computerised database. This includes knowledge of data structures, maintenance, and relationship with systems.	E	A, I
An understanding of how national government, local government and key partners operate.	D	A
Comprehensive knowledge and experience of the relevant processes, procedures, working methods and particular legislation applicable to Statutory Returns in a Local Authority	E	A, I

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Previous experience of providing and analysing information management reports.	E	A, I
Experience of liaising and influencing across all levels of management, peers, and external partners	E	A, I

<b>Education, training and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Graduate level of education or equivalent relevant experience and on the job training in a management information related setting	E	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square, Northampton
<b>Job family band:</b>	PS6	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£31,869 - £34,663	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	No		

## Working conditions & how we work:

The role is defined as 'Part-flexible', which means you will work both in our modern central office, One Angel Square Northampton for between 2 and 3 days a week and remotely from home for the remaining days. This will be on a pro-rata basis if you work part-time.

What degree of forward planning is required in this job (daily, weekly, monthly, annual, etc)?

The time span for the job holder would be to look strategically over the forthcoming 12 months and beyond where there are known changes in government policy coming along. There is also the need to plan in year on a weekly basis to handle specific issues that have become apparent. Work can be short or longer term

dependent. Their role will have competing demands across a diverse range of services and consideration will need to be given to external pressures e.g. the statutory returns as well as local improvement priorities.

What level of supervision is this post subject to?

Monthly/4 weekly supervision with the Data & Insights Manager, which includes general update as to delivery against the teams workplan, issues resolution and high level talks around future team direction and purpose. This will operate alongside the Valuing Individual Performance (V.I.P) conversations to celebrate successes and reflect and learn where improvements could be made, again carried out by the Data & Insights Manager.

What type of priorities is the post holder able to set themselves?

They have discretion to carry out project work for service areas as they see fit providing it meets the requirements, and the deadlines of the customer and the service plan/remit of our team. The post holder has discretion to identify what constitutes an urgent data problem and to prioritise which problems to resolve first.

What kind of systems, procedures or 'rules' are set around the job?

They work within the framework of the wider team, under the direction of the Intelligence and Partnerships Manager, and the wider council policies and procedures. The post holder must be familiar with - the data protection act, the Equalities act. The postholder will have autonomy to adapt the approaches available to them to best meet the objectives set.

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b>	Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	we respect each other and our customers in a diverse, professional, and supportive environment.
<b>I</b>	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b>	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b>	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture"**



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

