

## Job Description

Job Title: Senior Analyst

POSCODE:

Grade: P2

### Overall purpose of the job

Reporting to a Performance and Intelligence Manager, the Senior Analyst plays an important in ensuring the council can harness the potential of data, using evidence and best practice to support and inform the development of policy, strategy, plans and budgets, and in turn deliver the Corporate Strategy for Cambridgeshire County Council.

As a Senior Insight Analyst you will lead a work area, ensuring delivery of a broad range of reporting, intelligence and data analysis, that comply with national statutory and inspection guidelines, to inform evidence led decision making. The role will play a lead role in embedding a collaborative, data driven culture across the organisation, ensuring performance information, national and local benchmarking, and management information is used to plan for and deliver impactful analysis that meets the organisations intelligence needs, and can drive impactful strategic and operational decision making

Working collaboratively across the council and strategically with partners, there will be a need for this role to be able to interpret requirements, plan the best approach to synthesis and analyse data using the appropriate methods, before then reporting results in a way which responds to the purpose, audience and possible application of the insight generated.

The role will support and lead on projects as required to make sense of data, produce high quality analysis and quality assure others' work, and think strategically about how the council and its partners can best utilise it. The post holder needs to have a proven technical knowledge and intellectual curiosity to explore complex datasets to demonstrate a solution-focused approach to problem solving in real time.

The role will be responsible for communicating information to a wide range of audiences to provide accessible data analysis. It is therefore important that this role has strong interpersonal and team working skills to be able to work sensitively and effectively across organisational boundaries. The post holder will need to be confident in being able to present key evidence, appreciate impacts on policy and practice, and lead challenging discussions that can explain to a non-technical audience the content and methodology of findings.

There will be seven portfolio work areas for the Senior Analyst roles:

- Engagement and Population Insight
- Education
- Children's
- Adults
- Transport and Economy
- Communities and Partnerships
- Demography and Forecasting

In addition to these roles, there are also Senior Strategy and Policy Advisors and Senior Public Health Analysts within the service.

## Main accountabilities

1.	<b>Data management and analysis</b> <ul style="list-style-type: none"> <li>• Provide professional leadership for high quality data and analytical work.</li> <li>• Provide high quality information, intelligence and analysis to support a range of services and partners to inform evidence-based policy and decision making, understand local need and planning and developing services to ensure the best outcomes for residents.</li> <li>• Extract and combine data from different sources and formats; using analytical techniques and intellectual curiosity to explore data, identify trends and relationships, and to make forecasts; presenting findings in a way that engages and informs decision makers.</li> <li>• Communicate clearly about data systems, analysis and findings to a wide variety of audiences at all levels of the Council and partners, including Elected Members, senior officers and practitioners, using online, written and verbal methods.</li> <li>• Provide expert advice to services and Customer and Digital Services on the impacts of system and operational changes on reporting and data.</li> <li>• Provide a professional, creative, solution orientated and responsive service and contribute to the development of a data culture across the Council and partner organisations.</li> <li>• Responsibility for overseeing statutory and regulatory data reporting, ensuring that systems collect data in accordance with reporting requirements (as relevant to work area) and that data products are produced.</li> <li>• Lead quality assurance processes of all data and analysis prior to publishing to ensure high quality and consistent delivery of information.</li> <li>• Support the development of systems of shared intelligence across the Council and with partner agencies.</li> </ul>
2.	<b>Topic relevant research and insight</b> <ul style="list-style-type: none"> <li>• Provide specialist advice and recommendations to all levels of staff, including senior managers and elected members, on the relevant work specialties of the county and for its partners including enabling and influencing them to make well informed decisions about the services the Council buys and delivers.</li> <li>• Using the analysis produced to synthesise insights and estimating future need (as relevant to work area).</li> <li>• Interrogate, analyse and present a broad range of information to develop insight to inform strategic decisions.</li> <li>• Lead the provision of data, insight and analysis to inform and support the forming of organisational policy, strategy and transformation.</li> <li>• Design and deliver a range of research projects to time and budget for internal and external customers, in line with service level agreement contracts.</li> <li>• Monitor data quality of self and others in team and provide reports to data owners, services managers and commissioners, highlighting issues relating to data quality.</li> <li>• Use research and analytical techniques to identify opportunities to improve service delivery, improve outcomes for the population, reduce costs or increase income.</li> </ul>

3.	<b>Operational management</b> <ul style="list-style-type: none"> <li>• Support operational delivery in relevant work area through the provision of research, reports and analysis.</li> <li>• Oversee day to day tasks of Analysts and Analytical Assistants within the team to produce high-quality, robust data and analysis.</li> <li>• Maintain appropriate work and resource plans, ensuring these align with the wider Service priorities to meet the needs of the organisation as a whole.</li> <li>• Maintain skills in relevant BI software and ensure that Analysts and Analytical Assistants within the team have knowledge of and are highly skilled in the use of appropriate Councils systems and analytical software.</li> <li>• Seek out innovations within Insight and data analysis, horizon scanning to find developments that would improve service delivery.</li> <li>• Lead the introduction of new analytical software or approaches with the team.</li> <li>• Ensure the effective delivery of the team's contracts with partners (also known as service level agreements). Leading on the associated delivery including (data sharing agreements, invoicing and relevant documentation. Providing expertise into the drafting of the SLA.</li> </ul>
4.	<b>Project management</b> <ul style="list-style-type: none"> <li>• Lead and develop analytical projects as required to support commissioners and operational service managers in support of service delivery in line with strategic priorities.</li> <li>• Provide hands on project management to support projects undertaken by the service as required.</li> </ul>
5.	<b>Stakeholder Management</b> <ul style="list-style-type: none"> <li>• Lead on building and maintaining effective working relationships (as relevant to work area) with internal stakeholders to ensure effective analytical support for service delivery by the Council.</li> <li>• Build and maintain effective working relationships with a range of internal and external colleagues and stakeholders to secure and deliver existing and future contracts with partners that support the organisations' and public sector partners' strategic objectives (as relevant to work area).</li> <li>• Use positive and productive relationships to influence and effect change and improvement.</li> </ul>
6.	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.
7.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
8.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to degree level (or equivalent experience)	A degree level qualification or equivalent ability as evidenced by experience of working at a high level of qualitative and quantitative analysis, e.g. Informatics or information science. Mathematics or statistics. Health or social sciences. Geography, or similar	Essential
Professional membership	Research related discipline or Data analysis.	Desirable

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

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Data Management	<p>Good understanding of data management techniques including public sector information security and classification level.</p> <p>Thorough knowledge of the range of software applicable to the management and delivery of appropriate analysis.</p> <p>Good knowledge of local authority datasets, collection and reporting processes.</p>	Essential
Statistical and analytical methods and techniques	<p>Expert knowledge of statistical and analytical methods and techniques in relevant subject areas.</p> <p>Detailed knowledge of a wide range of social and economic data sources both national and local, with a clear understanding of issues relating to the production of data that may affect its validity and use.</p>	Essential

	<p>Understanding of the factors that influence population change and data sets associated with tracking population trends over time.</p> <p>Knowledge of data extraction, processing, modelling and presentation techniques.</p> <p>Knowledge of survey research methods, demographic estimation and forecasting work, of qualitative and quantitative research and consultation techniques.</p>	Desirable
Local authority and public sector knowledge	Understanding of the context and decision making including governance arrangements within local authorities.	Desirable
<b>Skills</b>		
Statistics and analysis	<p>Ability to apply theoretical knowledge to real life problems using the most relevant and robust statistical, analytical and forecasting methods and techniques.</p> <p>Excellent analytical skills, ability to gather information from a wide range of sources and analyse thoroughly and make recommendations that inform decision making.</p> <p>Ability to exercise judgement as to the robustness of various data sources and as to the most appropriate analytical methods to use.</p> <p>High level of competence with specialist data analytical software including coding languages (e.g. Databases, Geographical Information Systems, data visualisation platform such as Power BI, smart survey, Python, R).</p>	Essential
Collaboration and Communication	<p>Ability to communicate across a diverse and challenging community of stakeholders.</p> <p>Ability to develop credible relationships with a wide range of people across the organisation and partner organisations.</p> <p>Ability to negotiate and persuade stakeholders when conveying contentious proposals, solutions and implementing resolutions.</p> <p>Work collaboratively to promote and deliver the Council's interests and objectives across the organisation and with partners.</p> <p>Ability to influence and motivate team members and support their development.</p>	Essential

	<p>Ability to supervise others, make decisions and take responsibility for planning, setting priorities and reviewing quality of work.</p> <p>Ability to work as part of a team, sharing knowledge and experience, recognise the strengths and weaknesses of others, and constructively challenge to achieve productive outcomes</p>	
Critical Thinking	<p>Ability to translate concepts and ideas into meaningful plans and action.</p> <p>Ability to work on own initiative and to deadlines and be proactive and highly motivated.</p> <p>Able to plan and manage own time and workload to meet deadlines and needs of the service.</p>	Essential
Accountability	<p>Strives to identify areas for development in meeting expectations.</p> <p>An awareness of the need to maintain appropriate confidentiality and awareness of the principles of the Data Protection and Freedom of Information Acts.</p>	Essential
Management, assimilation and presentation of information.	<p>Ability to coherently source, structure and manage a wide range of information resources and be able to present them for maximum effectiveness to a range of audiences.</p> <p>Ability to design, implement, evaluate and advise on a range of data and intelligence approaches.</p> <p>Ability to identify and exploit routine and non-routine data sources to improve local intelligence.</p> <p>Ability to advise on and apply a range of quantitative and qualitative data collection, collation and analytical methods to produce intelligence.</p> <p>Ability to scope and resolve complex analytical problems.</p> <p>Ability to assure the quality of data collection, collation, analysis and communication.</p>	Essential

	Ability to translate and communicate findings into appropriate recommendations.	
Excellence	<p>Organised, analytical, and accurate with good attention to detail.</p> <p>Ability to work on own initiative and to deadlines and be proactive and highly motivated.</p> <p>Comfortable with considerable amounts of data/ information and operating within a very complex and varied environment.</p> <p>Demonstrate strong analytical skills and the ability to understand very complex issues and advise on complex solutions across business areas with the application of critical judgement.</p> <p>Commitment to addressing health inequalities and social inclusion.</p> <p>Ability to work flexibly and adapt to changes in demand at short notice.</p>	Essential
Experience	<p>Experience of working with less experienced team members, including supporting their development and training, providing coaching or mentoring.</p> <p>Experience of liaising with, and influencing representatives of external organisations, partnerships and communities.</p>	Essential
Creative Thinking	Experience of identifying new ways of thinking and introducing new approaches for a problem or situation.	Essential

Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential

#### Disclosure level

What disclosure level is required for this post?	None	<b>Basic</b>
	Enhanced	Enhanced with barred list checks

#### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	<b>Hybrid</b>	Field	Remote	Mobile
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