

Job Purpose and Specification

Job Title:	Junior Analyst*
Service:	Business Intelligence
Grade:	Scale 6
Reports to:	Senior Analyst

Job Purpose:

The Junior Analyst* will provide practical analytical support for the Research Team within the Business Intelligence Service. The focus for the team is on the delivery of a wide range of Research products including the following:

- Monitoring reports about population change, house-building and other aspects of the County's demography.
- Community Safety Strategic Assessments (analysis of anti-social behaviour, crime, offending and victimisation).
- Consultation about County Council service change and surveys of public opinion.
- Analysis of the County's economy, labour market and skills.

See <https://cambridgeshireinsight.org.uk/> for more detail.

The post holder will work also collaboratively with colleagues to support the wider delivery of work across the Business Intelligence Service.

The job description lays out the skills and experience that are relevant across all the service functions.

* *Role also referred to as a Business Intelligence Advisor within the County Council structure.*

Principal Accountabilities/Delivery of Outcomes:

Business Intelligence Service

Delivery of outcomes

- Support the work of the Business Intelligence Service providing administrative and practical assistance to enable delivery of activity on time and to appropriate standards.

Data Capture and Analysis

- Support the data capture / analysis function collating and inputting data/information for the completion and updating of information systems, databases, logs as required generating reports.

Support

- Provide administrative support for Business Intelligence Service including preparation of documents, presentations and activity/project reports, arranging meetings and events to ensure the smooth operation of the work of the service.
- Carry out support functions including maintaining filing, distributing documents, collecting, chasing and maintaining project/activity level information, having oversight and awareness of key tasks and deadlines so that progress can be checked and issues either escalated or resolved.
- Provide support to respond to information requests and queries, liaising with Officers, Managers and services to ensure all advice and communication is delivered to County Council standards and regulatory guidelines

Partnership working

- Engage with key contacts and stakeholders to ensure the coordination of information/ activities as required.

Cultural Change and Self Development

- Identify opportunities to develop your skills and competence via your personal development plan.
- Work collaboratively across the organisation

Communication

- Administer communication processes including drafting briefings, blog entries and communications plans for all stakeholders to ensure that they are kept up to date with the progress of activity within the service.

Governance and reporting

- Support the service to ensure statutory reporting and Council reporting requirements are delivered to agreed time and quality.

Job knowledge, skills and experience

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

Qualifications Required	Including subjects	Essential/ Desirable
5 GCSEs or equivalent	English and Maths at GCSE	Essential
NVQ Level 3 / A – Levels or equivalent	Relevant NVQ qualification / two plus A - Levels	Essential
NVQ Level 4 / first degree or equivalent	Degree or equivalent in a relevant topic	Desirable
IT	IT literacy particularly with the Microsoft Office suite	Essential

Knowledge		
An understanding analysis and analytical techniques	Experience of working with and analysing large sets of data.	Essential
IT & technical	Fully proficient at using IT systems, with a good working knowledge of Microsoft Windows and Office packages	Essential
General	A general awareness of the issues and challenges facing local Government.	Desirable

Skills		
Analysis	<ul style="list-style-type: none"> • Able to accurately sort, classify and analyse data. 	Essential
Other Skills and attributes	<ul style="list-style-type: none"> • Highly organised and motivated. • Able to prioritise workload and complete in timely manner • Able to consistently produce work of a high standard • Able to communicate effectively with a range of people. • Able to be proactive and work under own initiative within guidelines. • A flexible approach to duties. Must be approachable and helpful. • Show attention to detail. • Committed to ongoing personal and role development 	Essential