Job Description

Job Title: Data Analyst

POSCODE: CCC1811

Grade: SO1/SO2

Overall purpose of the job

Reporting to the Data Services Manager, the Data Analyst is responsible for supporting the Data Services team in delivering high-quality data analysis, reporting, and visualisation services. This role involves working collaboratively across the council to support the delivery of strategic objectives (e.g. Modern Data Platform) and outcomes (e.g. Supporting Families), ensuring compliance with relevant standards and contributing to the continuous improvement of data services.

Main accountabilities

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1	Apply basic techniques for the analysis of research data and synthesis of findings.
2	Develop and support the implementation of Power BI across the organisation.
3	Produce and utilise data models, comparing different types to find the best fit for the situation.
4	Reverse-engineer data models from live systems and understand recognised data modelling patterns and standards.
5	Communicate effectively with both technical and non-technical stakeholders.
6	Use appropriate mediums to visualise data, telling compelling stories relevant to business goals.
7	Present clear findings that are easily understood and utilised by colleagues, using data effectively and with influence.
8	Understand and participate in data governance within the organisation, ensuring data quality assurance, validation, and linkage by preparing and cleansing data with limited oversight.
9	Support the collection, collation, and preparation of data ensuring accuracy and fitness for purpose.
10	Assist in the co-ordination of support tasks carried out by the Data Services Team in relation to the modern data platform for Supporting Families.
11	Assist in project work carried out by Data Services Team as assigned to ensure successful delivery to agreed scope, timescale, and budget.
12	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.
13	To demonstrate awareness/understanding of equal opportunities and others' behavioural, physical, social and welfare needs.
14	Work closely with data professionals to support the development of a modern data platform.
15	Assist in the integration and implementation of new data solutions and technologies within the organisation.

Person Specification

Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
Education	2 A levels, HNC, HND, NVQ level 4, or equivalent. Bachelor's degree or equivalent professional qualification	Essential Desirable
Technical Certification in Appropriate Technologies	(e.g. Microsoft Business Intelligence Certification)	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Data Services Specialist Knowledge	An understanding of what is involved when working with data in a local government context, particularly around Business Intelligence. Sound knowledge of Early Help and the Supporting Families programme.	Essential Desirable
Technical Understanding	A strong and demonstrable knowledge of one or more of the following technical areas: • Microsoft SQL Server Reporting Services • Azure Synapse Analytics • SQL, T-SQL or PL/SQL • Microsoft SQL Server Integration Services • PowerBI An understanding of one or more of the following lines of business applications: • Mosaic • Liquidlogic Children's System • Impulse Nexus • CACI ChildView	Essential Desirable
Data Protection	Knowledge of data security, data protection, and confidentiality policies.	Essential
Skills		
Interpersonal Skills	Excellent interpersonal skills and a friendly and confident manner. Ability to communicate clearly and effectively, both verbally and in writing.	Essential
Working Together	Ability to work with, and support, other staff. Ability to take responsibility in a support situation. Ability to prioritise and plan the work of others.	Essential
Workload Management	Ability to handle pressure, prioritise conflicting demands and meet deadlines. Self-reliant and able to use initiative.	Essential

	Flexible attitude and approach to work.	
Desire to learn	Ability and motivation to gain useful experience in new technical areas.	Essential
Problem Solving	Excellent problem-solving ability.	Essential
Experience		
Supporting IT Systems	Experience of working in an IT environment. Experience of working on projects, small to medium scale.	Desirable Essential

Disclosure level

What disclosure level is required for this post?	None **Standard Yes** 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 workers type is flexible)	Hybrid Yes	Fixed	Flexible	Field	Home