

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Job description and person specification

Analytics & Policy Specialist

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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Northamptonshire
Council**

Purpose and impact:

To support the co-ordination, collation and analysis of data and performance information from across the organisation and its wider partner set, producing reports of excellent quality and meaningful insight and analysis that enable managers to make evidence-based decisions to improve the cost effectiveness, efficiency, quality and consistency of service provision and inform decision making to meet council aims and objectives.

To act as a key officer in supporting the development of key strategies and policies across the organisation and co-ordinating and facilitating the development, implementation and review of corporate and cross-cutting policy work, including the oversight of the legislative Equality Impact Assessment process, providing support and expert advice and guidance across the local authority directorates.

To identify and provide complex comparative performance and management information and analysis against national, corporate and local priorities and targets to inform management action to support service development and improved outcomes for residents of West Northamptonshire.

Accountable to:

The Business Intelligence & Population Insights team sits within the Assistant Chief Executive's Directorate and is led by the Head of Business Intelligence & Population Insights. The 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 Council's Strategy, Vision and priorities for the people of West Northamptonshire.

This post is key to ensuring the delivery of high standard services through the processes and applications that are in place to collect and analyse performance and quality information and to utilise that information to make recommendations on service improvement. This ensures that key performance and financial targets are met and corrective action is taken when necessary.

Responsibilities:

1. Develop comprehensive systematic models for the construction, collection and analysis of complex management information in order to inform policy, effective planning, strategic direction and delivery of critical and front line services.
2. To provide direct support to the Intelligence and Partnerships Manager to improve performance through the provision of critical financial and performance information across all council service areas using specialist and comprehensive knowledge and skills to support decision making and management of corporate and national objectives.
3. To project manage specific information projects to provide a platform of statistical evidence for management decision making; to work with all levels of authority and partner organisations including Strategic Managers, Service/Operations Managers, Business Development Managers, Team Managers and Finance Business Partners and provide them with the information they need through analysis, interpretation, evaluation, hypothesis testing and consensus building to inform decision making and council objectives.
4. To support the development of key strategies and policies ensuring that wider implications are considered across the Council and that the approach has a sound evidence-base and to act as a key

officer in coordinating and facilitating the development, implementation and review of corporate and cross-cutting policy work; supporting and advising the leadership team, Cabinet, Scrutiny and other senior officers and councillors on the relevant policy, guidance or legislation.

5. To support the development of excellent performance management strategy and systems across the organisation.
6. Work with BI management team to ensure that the work plan for the service is delivered, taking responsibility for projects and tasks, ensuring that analysis and reports are to a high standard within defined timescales, deliverables, budget and quality standards are met and resulting expectations from services areas are achieved.
7. To keep under review trends and developments in legislation and national and local service planning to ensure provision of accurate and timely information that anticipates requirements and is responsive to changing demands of the council and its where appropriate its strategic partners.
8. 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. This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

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
Proven ability to analyse data from multiple sources and differing formats, presenting analytical products to an agreed specification within defined timescales.	E	A, I
Experience that evidences the ability to problem solve in a time critical environment.	E	A, I
Strong Excel, PowerPoint and Word skills, with previous experience to demonstrate ability to use excel to analyse and present data.	E	A, I, P
Experience that evidences ability to present information and communicate with a variety of different stakeholders at all levels of seniority both internal and external	E	A, I, P
Ability to influence and persuade others to comply with legislation, policies and procedures	E	A, I
Knowledge of SQL, Microsoft Access/SQL Server, Crystal Report Writer, Business Objects, Power BI (or similar)	D	A, I
Highly developed communication and influencing skills and ability to present complex information both verbally and in written format	E	A, I, P
Ability to interpret, disseminate, advise and support on policy and legislative guidance	E	A, I

Knowledge:	Essential / Desirable	Measured by
Project Management and Project Delivery in the context of data and performance management	E	A, I
A detailed understanding of how national government, local government and key partners operate.	D	A, I
Comprehensive knowledge and understanding of key statistical, analytical and epidemiological concepts	E	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of planning and delivering data management tasks or projects.	E	A, I
Experience of working in management information/statistical analysis role.	E	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Education to Degree level or equivalent experience or qualification (For example business studies, economics, analytics or statistics)	E	A, I, 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:

Hours:	37	Primary work base:	OAS, Northampton
Job family band:	PS7	Worker type:	Part-flexible
Salary range:	£36,743 - £39,278	Budget responsibility:	None
People management responsibility:	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. An example are the EQIA's to support annual budget proposals which the LA are required to produce to ensure impacts are recognised and managed with support from the post holder. There is also the need to plan in year on a weekly basis to handle specific performance 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 performance targets and returns as well as local improvement priorities.

What level of supervision is this post subject to?

Monthly/ 4 weekly supervision with the Intelligence and Partnerships Manager, which includes general update as to delivery against the team's 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 Deputy Head of Analytics and Insights.

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

The post holder prioritises the strategic and operational performance data requirements weekly, monthly and annually. 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. However, they largely have discretion over when and how these duties are to be best achieved.

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 post holder will have levels of 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.

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

