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## Job Description

Job Title: Senior Insight Analyst (Climate Change and Environment Programme)

POSCODE: tbc

Grade: P2

### Overall purpose of the job

Cambridgeshire County Council declared a Climate and Environment Emergency in 2019 and in 2021 the council's Joint Administration, put the environment, sustainability and the climate emergency at the centre of its plans. The Council has pledged to be Net Zero across the County by 2045 and to achieve a Net Zero Council by 2030.

This post will be part of a wider dedicated and focussed Climate Change and Environment programme team across the Council, undertaking activities and projects that contribute towards the Council's pathway to Net Zero.

The Senior Insight Analyst will play an important lead role 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, a team of analysts, and support and lead projects to provide robust, timely and accurate research, analysis, insight, reports, and benchmarking information. The post holder will need to make sense of complex data (both national and local), produce high quality analysis, including quality assuring others work and describe what it is saying; and think strategically about how the Council can use it.

Key areas of responsibility will include designing and developing appropriate methodologies for forecasting, and analysing key datasets to respond to ensure the Council can harness the potential of data, using evidence and best practice to support and inform decisions around policy, strategy, plans and budgets, and in turn to deliver the Corporate Strategy for Cambridgeshire County Council.

This role will involve working with members, colleagues and partners to influence and support high-quality, evidence-led planning, decision-making (including partnership priority setting), policy development and performance improvement. You will be a key contact for professional expertise and leadership in a specialist area. It is important that this role has strong interpersonal and team working skills to be able to work sensitively and effectively across organisational boundaries. The role will lead scoping and negotiations with services and partners to agree contracts and service level agreements.

You will be responsible for communicating information to a wide range of audiences to provide accessible data analysis. The post holder will need to be confident in being able to present key evidence, the impact on policy and lead challenging discussions and explain to a non-technical audience as to the content and methodology of findings.

### Main accountabilities

1.	<b>Analysis and Insight</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> </ul>
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	<ul style="list-style-type: none"> <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>• Lead the provision of data, insight and analysis to inform and support the forming of organisational policy, strategy and transformation</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 a professional, creative, solution orientated and responsive service and contribute to the development of a data culture across the Council and partners</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>Research</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 research activity within the Council and for its partners including enabling and influencing them to make well informed decisions about the services the Council buys and delivers</li> <li>• Use research and analytical techniques to identify opportunities to improve service delivery (including improving social or environmental value), reduce costs or increase income.</li> <li>• Understand best practice for analysis including data extraction, limitations and modelling methodologies (as relevant to work area).</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>• Support the Council and partners with the design and undertaking of surveys, consultation and community engagement.</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>• Undertake needs analysis, utilising knowledge and expertise (as relevant to work area).</li> <li>• Monitor and evaluate the impact of commissioned services on the achievement of outcomes for Cambridgeshire residents</li> </ul> <p>Support the Policy and Insight managers to provide advice and guidance on matters relating to ethical research activity within the Council (as relevant to work area).</p>
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>• Line manage Insight Analysts and Junior Analysts within the team to produce high-quality, robust data and analysis.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Take a matrix management approach to resource management across the Policy and Insight Team to deliver against corporate and service priorities.</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 Junior Analysts 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 including the negotiation of the content of Service Level Agreements, the management of external contracts and administration of income (as relevant to work area).</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 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> <li>• Initiate, plan, project-manage, interpret and evaluate research activity to support change management and business planning, including across partnerships as necessary.</li> </ul>
5.	<b>Relationships, and partnerships</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 in order 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.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

### Qualifications, knowledge, skills and experience

Knowledge and Skills		Essential/ Desirable
Climate Change	<ul style="list-style-type: none"> <li>• Knowledge of climate change science and issues.</li> <li>• Good understanding or interest in the UK Government's net zero ambitions and local government's role in delivery.</li> <li>• Interest, passion or experience working in climate change and environmental issues</li> </ul>	<b>Desirable</b>
Analytical	<ul style="list-style-type: none"> <li>• Expert knowledge and experience of a relevant subject matter or analytical technique</li> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• An understanding of the principles and practicalities of performance management</li> </ul>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Excellent analytical skills, ability to gather information from a wide range of sources and analyse thoroughly and make recommendations that inform decision making</li> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• Comfortable with considerable amounts of data and operating within a very complex and varied environment.</li> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• Able to communicate data, information and knowledge in a variety of forms to a range of audiences</li> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• Ability to draw out conclusions and make decisions or recommendations based upon the interrogation of data and information</li> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• Ability to work flexibly and adapt to changes in demand at short notice</li> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• Able to demonstrate effective team working</li> </ul>	<b>Essential</b>

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	<ul style="list-style-type: none"> <li>• Work collaboratively to promote and deliver the Council's interests and objectives across the organisation and with partners.</li> <li>• Ability to influence and motivate line managed and non-line managed staff with constructive criticism</li> </ul>	<b>Essential</b>
Integrity	<ul style="list-style-type: none"> <li>• Takes responsibility for actions and escalates by exception.</li> <li>• Identify areas of best practice to meet the diverse needs of customers and colleagues.</li> </ul>	<b>Essential</b> <b>Essential</b>
Respect	<ul style="list-style-type: none"> <li>• Strives to identify areas for development in meeting expectations.</li> <li>• Appropriately challenge existing use of resources, in particular data, to deliver improvement and make informed decisions that can be substantiated if challenged</li> </ul>	<b>Essential</b> <b>Essential</b>
Strategic Thinking	<ul style="list-style-type: none"> <li>• Ability to translate concepts and ideas into meaningful plans and action.</li> <li>• Ability to work on own initiative and to deadlines and be proactive and highly motivated.</li> <li>• Able to plan and manage own time and workload to meet deadlines and needs of the service</li> </ul>	<b>Essential</b> <b>Essential</b> <b>Essential</b>
Leadership	<ul style="list-style-type: none"> <li>• Influence and motivate people towards a common objective.</li> <li>• Ability to manage/supervise others, make decisions and take responsibility for planning, setting priorities and reviewing performance.</li> </ul>	<b>Essential</b> <b>Essential</b>
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	<b>Essential</b>

#### Disclosure level

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

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**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)	<del>Fixed</del>	<b>Hybrid</b>	<del>Field</del>	<del>Remote</del>	<del>Mobile</del>
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