Job Description

Job Title: Insight Analyst (Research)

POSCODE: CCC0871

Grade: SO1 – SO2 (Progression will be based on reaching the top of grade SO1 and demonstrating the skills, knowledge, and experience, as set out within the analyst progression criteria)

Overall purpose of the job

The Insight Analyst (Research) will play an important role in ensuring 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 deliver the Corporate Strategy for Cambridgeshire County Council.

The Insight Analyst (Research) role will be working with national datasets available on local population and place. Therefore, an extensive understanding of the methodological approaches used in collection of data at large scale is essential. The role will involve primary data collection and so an in depth understanding of the strengths and weaknesses of different approaches to both primary and secondary data collection is important, including knowledge of how to overcome any potential challenges.

You will support work to help the Council to forecast and estimate potential impact of policy, therefore the ability to synthesise secondary datasets to problem solve and generate insight which is otherwise unavailable is crucial. The post holder will need to be confident in being able to present approaches and explain to a non-technical audience as to how estimates have been reached.

A key aspect of the role will be working with large volumes of complex data, from multiple sources, some of which will not have been analysed previously. Therefore, it is important this role can demonstrate a solution-focused approach to problem solving. 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, before then producing the results in an appropriate reporting style which thinks strategically about the purpose, audience and how the insight produced can best be used.

You will lead on small research projects as well as support larger projects as required, to plan the most appropriate data source interpretation, analyse what insight can be gained and be able to think strategically about how the evidence can be used. You will be responsible for communicating complex information to a wide range of audiences to provide accessible data analysis and reporting to inform performance improvement and priority planning, and work with members, colleagues and partners to support high-quality, evidence-led planning, decision-making and performance improvement.

In addition, the role requires an ability to support the Policy and Insight Managers and Senior Insight Analysts to run workshops, deliver presentations and advise on the most appropriate design and use of research data.

Main accountabilities

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1.	**Analysis and Insight** • Produce high quality information, intelligence and analysis, presenting findings in a way that engages and informs evidence-based decision making and uses up to date technologies and approaches. • Extract and combine data from different sources and formats; using analytical techniques and intellectual curiosity to explore data, identify trends and relationships. • Work alongside policy colleagues, providing data, insight and analysis to inform and influence organisational policy, strategy and transformation. • Provide a professional, creative, solution orientated and responsive service. • Produce high quality statutory reporting products to agreed time and quality.

	• Quality assure all data and analysis prior to publishing to ensure high quality and consistent delivery of information.
2.	**Communication, relationships and partnerships** • Communicate complex data and analysis to practitioners, service managers and senior stakeholders using a variety of methods (such as verbal presentations, written work, dashboards). • Work collaboratively across the whole Council and with external partners to understand service-specific issues and local needs in our communities. • Proactively foster and develop effective working relationships with a range of internal and external colleagues and stakeholders (e.g. colleagues in IT).
3.	**Innovation and self-development** • Identify opportunities to develop skills and competence via a personal development plan. • Maintain skills in relevant software, ensuring knowledge and skills in the use of appropriate systems and analytical software . • Seek out innovations within insight and data analysis, horizon scanning to find developments that would improve service delivery. • Proactively make use of approved training resources, including online subscriptions and apprenticeships where appropriate.
4.	**Research** • Understand best practice for analysis including data extraction, limitations and modelling methodologies. • Using the analysis produced to synthesise insights and estimating future need. • Support the Senior Insight Analyst to challenge nationally produced datasets and the development of suitable methodologies to reflect our local place. • Support and champion the publication of data and meaningful insights in an accessible format to support local communities (e.g. through Cambridgeshire Insight). • Interrogate and analyse a broad range of information to develop insight to inform strategic decisions. • Support the Council and partners with the design and undertaking of surveys, consultation and community engagement. • Advise on the use of social and economic data sources relevant to the public sector. • Deliver a range of research projects to time and budget for internal and external customers, in line with service level agreement contracts. • Support the Policy and Insight Managers to provide advice and guidance on matters relating to ethical research activity within the Council. • Understanding of quantitative and qualitative data collection methodologies and the suitable analysis techniques. • Use findings to actively challenge existing processes and procedures to improve operational efficiency and service delivery for the council and partners.
5.	**Other** • 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.
6.	**Equal Opportunities** • To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

March 2023

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to degree level, NVQ Level 4 or equivalent experience which demonstrates knowledge and skill - A degree level qualification or equivalent ability as evidenced by experience of working at a high level of qualitative and quantitative analysis, conceptual and practical thinking.		**Essential**
Profession membership - Research related discipline or Data analysis.		**Desirable**

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

Knowledge	Essential/ Desirable
Analytical • Experience of relevant subject matter and analytical techniques (qualitative and quantitative)	**Essential**
• An understanding of the principles and practicalities of delivery performance monitoring.	**Essential**
• Ability to approach problem solving in an adaptable, creative and insightful way to provide innovative and beneficial solutions.	**Essential**
• Excellent analytical skills, ability to gather information from a wide range of sources (including primary sources) and understand strengths and weaknesess of data.	**Essential**
• Ability to analyse data thoroughly and make recommendations that inform decision making.	**Essential**
• Ability to communicate data, information and knowledge in a variety of forms to a range of internal and external audiences.	**Essential**
• Comfortable with considerable amounts of data and operating within a very complex and varied environment.	**Essential**
• High standards of numeracy, literacy, communication and presentation skills (including completing accurate and appropriate arithmetic and statistical calculations).	**Essential**
• Extensive experience of relevant subject matter and analytical techniques (qualitative and quantitative).	**Desirable**
• A detailed understanding of the principles and practicalities of performance monitoring.	**Desirable**

3

March 2023

• Ability to independently approach problem solving in an adaptable, creative and insightful way to provide innovative and beneficial solutions	**Desirable**
IT and Technical • Fully proficient at using IT systems, including excellent knowledge of Microsoft 365 packages. • Experience of using SharePoint for managing documents and version control. • Advanced level experience of using MS Excel for creating/ maintaining spreadsheets and conducting data analysis. • Competence with specialist data analytical software (e.g. Databases, Geographical Information Systems, data visualisation platform such as Power BI, smart survey, R). • Demonstrable ability to quickly grasp other packages and systems.	**Essential** **Essential** **Essential** **Essential** **Desirable**
Local Authorities • Understanding of the decision making and governance arrangements within local authorities. • Strategic knowledge across all business functions (i.e. finance, quality, business development, HR and communications).	**Essential** **Desirable**
Working with Members • Knowledge of organisational and political structures within the Local Authority environment. • Able to exercise discretion in dealing with politicians and sensitive issues.	**Desirable** **Essential**
Skills	
Working Together • Ability to build strong, credible, professional relationships with a wide range of people internally and externally. • Highly effective team working demonstrating flexibility to readily assist/ support where required. • Ability to support the quality assurance processes within the team and provide feedback to colleagues. • Ability to negotiate with key partners and businesses to build collaborative solutions that recognise the diverse needs of our communities. • Ability to provide coaching and mentoring to Junior Analysts, specifically explaining knowledge of specific topics and techniques relevant to the council and partners.	**Essential** **Essential** **Essential** **Essential** **Desirable**

March 2023

• Ability to negotiate and persuade stakeholders when conveying evidence in contentious proposals, solutions and implementing resolutions.	**Desirable**
• Proactively problem solving in order to find solutions in order for analysis to be effective and limitations in source data to be overcome.	**Desirable**
Integrity	
• Able to plan and manage own time and workload to meet deadlines and needs of the service.	**Essential**
• Excellent organisational and time management skills, with ability to self-direct and work under own initiative.	**Essential**
• Ability to take hard decisions on relating to own work when necessary, including prioritising under time pressure.	**Essential**
• Ability to work largely independently whilst delivering consistent results.	**Desirable**
Respect • Strives to identify areas for development in meeting expectations.	**Essential**
Strategic Thinking • Ability to translate complex and specialised concepts and ideas into meaningful plans and action.	**Desirable**
Communication • Excellent communication skills, verbal, written and listening and the ability to adapt personal style to meet the needs of a range of audiences.	**Essential**
• Excellent written skills in order to publish meaningful high-quality insight in the public domain.	**Essential**
• Ability to communicate complex information to a wide range of stakeholders using good networking and influencing skills.	**Essential**
• Ability to present findings in a clear and meaningful way with confidence.	**Essential**
• Ability to present complex datasets and findings in a clear and meaningful way with confidence.	**Desirable**
• Ability to challenge where necessary with a wide range of stakeholders using good networking and influencing skills.	**Desirable**
Knowledge • Knowledge of some or all of the following Local Authority service areas; Adult's/Children's Social Care, Commissioning, Education, Early Help, Communities.	**Essential**

March 2023

• Knowledge of the best practice use of data including limitations and able to advice colleagues appropriately.	**Essential**
• Detailed knowledge of some or all of the following Local Authority service areas; Adult's/Children's Social Care, Commissioning, Education, Early Help, Communities.	**Desirable**
Equal Opportunities • Ability to demonstrate awareness/understanding of Equal opportunities and other people's behaviour, physical, social and welfare needs.	**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.

Disclosure level

What disclosure level is required for this post?	**Basic**	

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	**Hybrid**	Field	Remote	Mobile