

Job Description

Job Title: Advanced Analyst

POSCODE: tbc

Grade: P1

Overall purpose of the job

The Advanced Analyst will play an important role in providing advanced data analysis and performance reporting to the directorate(s) they support. Working to the Intelligence Business Partner, they will work closely with services to deliver high quality data analysis that will meet statutory and local data requirements. The post-holder will provide robust, timely and accurate analysis, insight, reports, dashboards, scorecards, and benchmarking information. They will support as required to make sense of data, produce high quality analysis and quality assure others' work, and help services engage with the data any how it can shape service delivery.

A large part of the role involves designing and overseeing the extraction and combining of operational datasets, transforming the data to ensure it is maintained in an accessible format which allows oversight of day-to-day service management, and develop visualisations to enable analysis. Therefore, the post holder needs to have an excellent technical knowledge and intellectual curiosity to explore datasets to demonstrate a solution-focused approach to problem solving in real time.

Working collaboratively with senior managers across the Directorate(s) they support, 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 responds to the purpose, audience and how the insight produced can best be used.

The post holder will lead and support 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. Working with colleagues and partners to support high quality, evidence-led planning, decision-making and performance improvement.

The Advanced Analyst will develop and maintain strong working relationships with services, to actively challenge identified areas for improvement in data quality or business system processes.

Main accountabilities

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1.	Analysis and Insight • Provide high quality information, intelligence and analysis to support a range of services to inform evidence-based policy and decision making, understand local need and planning and developing service to ensure the best outcomes for the residents of Cambridgeshire. • 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. • Responsibility for supporting 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.

	• Collaborate with service leads to ensure the provision of data, insight and analysis informs and supports the forming of service policy, strategy and transformation. • Communicate clearly about data systems, analysis and findings to a wide variety of audiences at all levels of the organisation, including senior using online, written and verbal methods • Provide a professional, creative, solution orientated and responsive service and contribute to the development of a data culture across the directorate(s) you support • Lead quality assurance processes of all data and analysis prior to publishing to ensure high quality and consistent delivery of information. • Support the development of systems of shared intelligence across the organisation, horizon scanning to keep up to date with best practice and innovative solutions.
2	Data Extraction, data quality and performance • Write and lead the production of reports to extract aggregate and visualise data from line of business case management systems, including approaches for automating their production. • Lead the development of data quality monitoring processes on key line of business systems and provide reports to data owners and service managers, highlighting issues relating to data quality. • Undertake targeted business analysis activity to support line-of-business system reporting developments and data quality improvement. • Provide and present performance information to inform senior managers, and relevant partners to ensure they are aware of performance against key indicators relating to outcomes for people of Cambridgeshire, quality of service and resource management. • Support senior managers with advice, guidance and information as appropriate to support the setting of meaningful targets and priorities to monitor and understand the contribution the Council makes to the achievement of positive outcomes for residents. • Provide specialist advice and recommendations to all levels of staff, including senior managers on analytical methodology and approaches to data analysis enabling and influencing them to make well informed data-led decisions. • Proactively seek opportunities to use business intelligence and analytical techniques to challenge existing practice and identify opportunities to improve service delivery (including increasing social or environmental value), reduce costs or increase income. • Support operational delivery in relevant work area through the provision of business intelligence, reports and analysis.
3.	Working together 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 as well as your portfolio/subject area, horizon scanning to find developments and understand the national and local context that would improve the organisations service delivery of insight and intelligence. • Actively seek out and proactively make use of approved training resources, including online subscriptions and apprenticeships where appropriate. • Maintain appropriate work and resource plans, ensuring these align with the wider Service priorities to meet the needs of the organisation as a whole. • Build and foster positive working relationships within the team supporting analysts and assistants through a coaching or mentoring role, with quality assurance, and personal development through peer training.
4.	Project management • Lead and develop analytical projects as required to support Intelligence Business Partners to deliver high-quality products in line with service and strategic priorities. • Provide hands on project management to support projects undertaken by the service as required.
5.	Relationships and partnerships • 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. • Build and maintain effective working relationships with a range of internal and external colleagues and stakeholders that support the organisations' and public sector partners' strategic objectives (as relevant to work area). • Use positive and productive relationships to influence and effect change and improvement.
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.	• Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject
Educated to degree level (or equivalent experience - 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
Knowledge		Essential/ Desirable
Analytical	In-depth knowledge and experience of a relevant subject matter or analytical techniques, including related statutory return submission and inspection data requirements and the processes for delivery.	Essential
	Ability to approach problem solving in an adaptable, creative and insightful way to provide innovative and beneficial solutions.	Essential
	A detailed understanding of how to draw conclusions and make decisions or recommendations based upon the interrogation of data and information	Essential
IT and Technical	In-depth knowledge of data extraction and processing best practice techniques to inform report build and deployment processes	Essential
	Fully proficient at using IT systems, including excellent knowledge of Microsoft 365 packages.	Essential
	In-depth knowledge of specialist data analytical software (e.g. Databases, Geographical Information Systems, data visualisation platform such as Power BI).	Essential
	Working knowledge of a relevant coding language e.g. SQL, Python, R, etc and a proven ability to apply this accurately and consistently to draw robust conclusions to inform decision-making	Essential
	Demonstrable ability to quickly grasp other packages and systems	Desirable
Local Authorities	Understanding of the decision making and governance arrangements within local authorities.	Essential
	Strategic knowledge across all business functions (i.e. finance, quality, business development, HR and communications).	Essential

	Understanding of the context of local and national government and awareness of the organisational implications of political priorities and strategy.	Essential
Skills		
Analytical	Excellent analytical skills, ability to gather information from a wide range of sources (including primary sources) and understand strengths and weaknesses of data, exercising judgement as to the robustness and most appropriate analytical method to use	Essential
	High standards of numeracy, literacy, communication and presentation skills (including completing accurate and appropriate arithmetic and statistical calculations).	Essential
	Ability to independently approach problem solving in an adaptable, creative and insightful way to provide innovative and beneficial solutions	Essential
	Advanced level experience of using Office product, including MS Excel and PowerBI for creating/ maintaining datasets and conducting data analysis.	Essential
Working Together	Ability to build strong, credible, professional relationships with a wide range of people internally and externally.	Essential
	Highly effective team working demonstrating flexibility to readily assist/ support where required.	Essential
	Ability to support and proactively implement the quality assurance processes within the team and provide feedback to colleagues.	Essential
	Ability to influence and negotiate with key partners and businesses to build collaborative solutions that recognise the diverse needs of our communities.	Essential

	Ability to provide coaching and mentoring to peers and team members, specifically explaining knowledge of specific topics and techniques relevant to the council and partners. Ability to negotiate and persuade stakeholders when conveying evidence in contentious proposals, solutions and implementing resolutions Proactively problem solving in order to find solutions in order for analysis to be effective and limitations in source data to be overcome	Essential Essential
Accountable	Able to plan and manage own time and workload to meet deadlines and needs of the service. Excellent organisational and time management skills, with ability to self-direct and work under own initiative. Ability to take hard decisions relating to own work when necessary, including prioritising under time pressure. Ability to work largely independently whilst delivering consistent results.	Essential Essential Essential Essential
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	Essential
Communication	Excellent communication skills, verbal, written and listening and the ability to adapt personal style to meet the needs of a range of audiences. Excellent written skills in order to publish meaningful high-quality insight in the public domain. Ability to communicate complex information to a wide range of stakeholders using good networking and influencing skills. Ability to challenge where necessary with a wide range of stakeholders using good networking and influencing skills.	Essential Essential Essential Essential
Experience		

Analytical	Experience of delivering relevant subject matter analysis and data products including needs assessments, related statutory return and / or inspection datasets	Essential
	Experience of using appropriate analytical techniques to provide insight and make recommendations that inform decision making	Essential
	Comfortable with considerable amounts of data and operating within a very complex and varied environment.	Essential
IT and Technical	Experience of synthesising datasets from multiple sources to build data models that support a comprehensive understanding of a subject to inform insightful decision making	Essential
Communication	Ability to present complex datasets and findings in a clear and meaningful way with confidence	Essential
Working Together	Experience of coaching or mentoring team members	Desirable

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
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