

Job Description

Job Title: Analytical Assistant

POSCODE: tbc

Grade: Scale 6

Overall purpose of the job

The Analytical Assistant will play an important role in ensuring the Council can harness the potential of data, using evidence to support and inform decision around policy, strategy, plans and budgets, and in turn deliver the Corporate Strategy for Cambridgeshire County Council.

The role will work with a large volume of complex data from multiple sources, the purpose of the role is to support with a range of data and analytic tasks including primary data collection/ extraction, data handling, analysis and visualisation and thinking about how it can be used.

As a Analytical Assistant you will provide practical support working on different projects as required to enter, clean, reformat and analyse data and be able to think strategically about how the Council can use it. The post holder will need to be able to work to deadlines, produce accurate analysis and high quality reports, score cards and management, performance and benchmarking information.

Main accountabilities

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1.	<p>Insight and Research</p> <ul style="list-style-type: none"> • Carry out data capture and inputting data/information to a high standard of accuracy for the completion and updating of information systems, databases, logs as required. • Carry out data extraction and analysis of data from a variety of internal and external sources. • Generate reports, infographics and data visualisations as needed. • 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 . • Monitor data quality on key line of business systems and provide reports to data owners, services managers and commissioners, highlighting issues relating to data quality. • Quality assure all data and analysis prior to publishing to ensure high quality and consistent delivery of information. • Support the Senior Insight Analysts and the work of the service to provide administrative and practical assistance to enable delivery of activity to time and to appropriate standards.
2.	<p>Partnership working</p> <ul style="list-style-type: none"> • Engage with key contacts and stakeholders to ensure the coordination of information/ activities as required. • Work across topic areas and communicate with analysts and senior analysts as needed, in particular when identifying key findings or data quality issues.

3.	<p>Cultural change and self-development</p> <ul style="list-style-type: none"> Identify opportunities to develop your skills and competence via your personal development plan. Develop skills in relevant BI software, ensuring knowledge and skills in the use of appropriate Councils systems and analytical software. Seek out innovations within Insight and data analysis, horizon scanning to find developments that would improve service delivery.
4.	<p>Communication</p> <ul style="list-style-type: none"> Administer communication processes including drafting briefings, blog entries and communications plans for all stakeholders to ensure that they are kept up to date with the progress of activity within the service. Foster and develop positive and productive relationships with officers across the Policy and Insight Team to influence and effect change and improvement in line with Council priorities. Communicate new data or significant findings to officers across the Insight Team to support them in deciding how to plan and deliver services.
5.	<p>Governance and reporting</p> <ul style="list-style-type: none"> Support the service to ensure statutory reporting and Council reporting requirements are delivered to agreed time and quality.
6.	<p>Other</p> <ul style="list-style-type: none"> 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. Provide administrative support including the taking of minutes, preparation of documents, presentations and activity/project reports, arranging meetings and events to ensure the smooth operation of the work of the service. 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. To 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	Essential/ Desirable
5 GCSEs or equivalent - English and Maths at GCSE.		Essential
Higher education qualification level 4 and above - Qualification as evidenced by experience of working at a high level of qualitative and quantitative analysis, conceptual and practical thinking.		Desirable

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

Knowledge and Skills	Essential/ Desirable
<p>An understanding of the environment in which local government operates.</p> <ul style="list-style-type: none"> • A knowledge about local government and the services locally provided. • A general awareness of the issues and challenges facing local Government. 	<p>Desirable</p> <p>Desirable</p>
<p>IT and Technical</p> <ul style="list-style-type: none"> • Fully proficient at using IT systems, with a good working knowledge of Microsoft Windows and Office packages. • Knowledge of relevant legislation and its requirements. • High standards of numeracy, literacy, and communication skills. • Experience of specialist data analytical and visualisation software (Databases, Geographical Information Systems, Power BI). 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>
<p>Data Handling and Analysis</p> <ul style="list-style-type: none"> • Able to consistently produce work of a high standard • Show attention to detail, particularly in handling data • Experience of data entry or primary data collection • Knowledge of commonly used data sets such as census, deprivation or social care data • Able to produce basis descriptive analysis. An understanding of GDPR and data protection legislation. 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p>Other Skills and attributes</p> <ul style="list-style-type: none"> • Highly organised and motivated. • Able to prioritise workload and complete in timely manner. • Able to communicate effectively with a range of people. • Able to be proactive and work under initiative within guidelines. • A flexible, helpful approach to duties. • Have the tenacity to follow up project teams to ensure returns are submitted on time. • Committed to ongoing personal and role development. • Organisational or administrative skills. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Equal Opportunities <ul style="list-style-type: none"> 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
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