



Job title:	Place Information Officer	Service area:	Finance and Performance
Reports to:	Senior Performance Analyst (Corporate)	Section:	Performance, Intelligence & Partnerships
Date:	May 2024	Authority:	North Northamptonshire Council

1. Purpose of job

The role will serve to ensure that key place and people datasets are maintained and analysed, so that Members, Officers and the public uphold a good understanding of trends or interesting findings/outliers within the data affecting us as a Local Authority.

The post will be responsible for assessing local data against national averages and chosen local comparators. It will also ensure that the latest information from national sources is brought together and geocoded to different levels of geography that allows data profiles to be built to support evidence-based decision making.

This post will also lead on the development and maintenance of the Local Insight Tool (Community Focused Geographical Information System) provided by the OCSI.

2. Job context

The Performance & Intelligence division sits within the Finance and Performance directorate, allowing it to remain impartial, objective and offer critical challenge to other non-corporate directorates.

Its focus is upon corporate performance Intelligence and Performance Improvement, policy development and support for the democratic processes needed for Councillors and the Council. The key objectives for the function are to:

- Drive decision making from a “One Team” view of current and future issues affecting the Council.
- Support Councillors to ensure they can deliver in their democratic role, through strong policy development and Business Intelligence.
- Increase knowledge networks and evidence-based management across the organisation through timely insight and analysis.
- Deliver strong corporate governance around information management ensuring information is a key corporate asset.
- Use the above to inform and influence the medium-term funding platform for the council.

3. Main accountabilities

Main accountabilities	
1.	To ensure that key datasets affecting the Council, particularly national demographic and economic data are kept up to date and understood by the business.
2.	To produce demographic, economic and other key data reports to support strategic commissioners assessing future business and service development opportunities.
3.	To produce analysis reports on significant national datasets as released, including data produced by Office for National Statistics, NOMIS (National economic and workforce statistics) and Department for Communities and Local Government.
4.	To create targeted area profiles and geo-spatial products for service areas which allow Commissioning Managers to predict future demand and requirements for service delivery.
5.	Lead on the development and maintenance of the Local Insight Tool.
6.	To monitor and respond to internal and external data queries raised in respect of the Local Insight Tool and other intelligence products we produce.
7.	To process new user requests and enquiries in respect of the Local Insight Tool.

4. Knowledge, experience and training

Qualifications Required	Subject	Essential/ Desirable
Degree level qualification or equivalent by experience		E

Identify	Description	Essential/ Desirable
Knowledge		
IT	Practical knowledge and experience of working with IT systems and databases. Basic use of HTML script for websites.	E
Statistical analysis	Practical knowledge and experience of descriptive statistical analysis techniques.	E
GIS	Knowledge of use and application of GIS systems.	E
Skills		
Working with numerical data	Practical knowledge and experience of working with complex data.	E

Analysis	Experience in an information or business analysis setting, including provision of management reports using word processing/spreadsheet packages.	E
Report writing	Experience of producing management level reports and summarising complex data into a digestible and intelligible form for non-experts.	E
Managing complex workload	Self-motivated and flexible with experience of working within prescribed timescales and managing own workload.	E
Presenting information	Ability to present to non-specialist audiences, in face-to-face or written format.	E
Experience		
System development	Experience of planning and supporting data systems projects.	D
Working in a complex organisation	A detailed understanding of the services and functions provided by a large and complex public sector organisation.	D