



Job Description

Service:	Corporate Transformation, Insight and Performance
Job title:	Data Analyst
Grade:	Grade F
Hours of work:	37
Responsible to:	Governance, Insight and Performance Manager
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	£0



Purpose of Post:

The Data Analyst will play an important role in ensuring the Council can harness the potential of data, using evidence and best practice to support and inform decision around policy, strategy, plans and budgets, and in turn deliver the Corporate Plan for Huntingdonshire District Council.

The Analyst role will be working with national and local datasets, therefore knowledge of local government service datasets and an understanding of the methodological approaches to data collection at large scale, analysing and presenting data will be crucial, including knowledge of how to overcome any potential challenges.

A large part of the role involves extracting and combining datasets, transforming the data to ensure it is maintained in an accessible format, therefore, the post holder needs to have a proven technical knowledge and intellectual curiosity to confidently explore complex datasets, demonstrating a solutions approach to problem solving.

Key areas of responsibility will include providing robust, timely and accurate analysis, developing insight, producing high quality reports, score cards and management, performance and benchmarking information. The Analyst role is pivotal in providing senior leaders with insight including forecasting and the impact of policy to support effective decision-making, often at short notice, therefore, the ability to synthesise datasets, problem solve and generate insight which is otherwise unavailable whilst working under pressure to meet tight deadlines is crucial to this role.

The post holder 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. The post holder will need to be confident in being able to present approaches and explain to a nontechnical audience, working collaboratively, 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. The post holder will develop and maintain working relationships with services, to confidently identified areas for improvement in data quality or business system processes



Key Deliverables:

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 and provide data and insight to supports the forming of service 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.

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.

Foster and develop effective working relationships with a range of internal and external colleagues and stakeholders.

Innovation and self-development

Identify opportunities to develop skills and competence via a personal development plan.

Maintain skills in relevant software, making use of approved training resources, including online subscriptions and apprenticeships where appropriate 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.

Data quality, analysis and insights

Understand best practice for analysis including quantitative and qualitative data collection methodologies, data extraction, modelling methodologies and analysis techniques.

Monitor data quality of nationally produced and internal data sets, including on key line of business systems and provide reports highlighting issues relating to data quality, to



support Advanced Analyst to challenge datasets and the development of suitable methodologies to reflect our local place.

Work with the services to ensure that systems collect data in accordance with reporting requirements and data is provided within statutory timescales.

Support the publication of data and meaningful insights in an accessible format to support local communities, stakeholders, partners and the Council.

Interrogate, synthesise and analyse a broad range of information, and forecasting to develop insight to inform strategic decisions.

Deliver a range of projects to time and budget for internal and external customers, in line with service level agreement contracts.

Support the wider team with the provision of high-quality performance and management information to support effective service delivery, write reports to extract, aggregate and visualise data from line of business case management systems and other local and national data sources.

Work alongside the wider team to support the setting of key performance indicators, targets and priorities to monitor and understand the contribution the council makes to the achievement of positive outcomes for residents.

Actively challenge existing processes, procedures and practice to identify opportunities in order to improve service delivery, operational efficiency and reduce costs or increase income for the council and partners

Work collaboratively with service managers, and Customer and Digital Service to support analytical projects, system and operational change as required to support service delivery or strategic priorities.

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 Demonstrate an awareness and understanding of equality, diversity and inclusion.



	Essential (E) or Desirable (D)	Method of assessment
Knowledge and Qualifications		
The minimum knowledge required to undertake this role and any qualifications or training essential for the role	Insert whether each criteria is (E) Essential or (D) Desirable	Insert how you will measure criteria has been met e.g.: Application form Interview Assessment task
A degree in a related field such as Data Science, Statistics, Mathematics, Computer Science, Economics Or data analytics certificate	(D)	Application
Knowledge and experience of a relevant subject matter or analytical techniques, including related statutory return submission, needs assessment or inspection data requirements Ability to approach problem solving in an adaptable, creative and insightful way to provide innovative and beneficial solutions. An understanding of how to draw conclusions and make decisions or	Essential	Application form Interview



recommendations based on analysis of data and information		
<p>Knowledge of data extraction and processing techniques to inform report build and deployment processes</p> <p>Proficient at using IT systems, including excellent knowledge of Microsoft 365 packages.</p> <p>Competence with specialist data analytical software (e.g. Databases, Geographical Information Systems, data visualisation platform such as Power BI, smart survey, R).</p> <p>Demonstrable ability to quickly grasp other packages and systems</p>	Essential	<p>Application form</p> <p>Interview</p>
Understanding of the decision making and governance arrangements within local authorities	Essential	<p>Application form</p> <p>Interview</p>
Experience		
Experience the person would need to do the job	Insert whether each criteria is (E) Essential or (D) Desirable	



<p>Analytical</p> <p>Experience of relevant subject matter and analytical techniques (qualitative and quantitative)</p> <p>Ability to analyse data thoroughly and make recommendations that inform decision making</p> <p>Comfortable with considerable amounts of data and operating within a very complex and varied environment.</p>	<p>Essential</p>	<p>Application form</p> <p>Interview</p>
<p>Communication</p> <p>Ability to present complex datasets and findings in a clear and meaningful way</p>	<p>Essential</p>	<p>Interview</p>
<p>Skills and Abilities</p>		
<p>Specific skills the applicant would need to do the job</p>	<p>Insert whether each criteria is (E) Essential or (D) Desirable</p>	<p>Insert how you will measure criteria has been met e.g.:</p> <p>Application form</p> <p>Interview</p> <p>Assessment task</p>
<p>Analytical</p> <p>Good analytical skills, ability to gather information from a wide range of sources</p>	<p>Essential</p>	<p>Interview</p>



<p>(including primary sources) and understand strengths and weaknesses of data</p> <p>High standards of numeracy, literacy, communication and presentation skills (including completing accurate and appropriate arithmetic and statistical calculations).</p> <p>Ability to independently approach problem solving in an adaptable, creative and insightful way to provide innovative and beneficial solutions</p> <p>Experience of using Office product, including MS Excel and PowerBI for creating/ maintaining datasets and conducting data analysis.</p>		
<p>Working Together</p> <p>Ability to build strong, professional relationships with a wide range of people internally and externally.</p> <p>Effective team working demonstrating flexibility to readily assist/ support where required.</p> <p>Ability to support the quality assurance processes within the team and provide feedback to colleagues.</p>	<p>Essential</p>	<p>Interview</p>




<p>Ability to negotiate with key partners and businesses to build collaborative solutions that recognise the diverse needs of our communities.</p> <p>Ability to negotiate and persuade stakeholders when conveying evidence in contentious proposals, solutions and implementing resolutions</p> <p>Proactively problem solving in order to find solutions in order for analysis to be effective and limitations in source data to be overcome</p>		
<p>Accountable</p> <p>Able to plan and manage own time and workload to meet deadlines and needs of the service.</p> <p>Good organisational and time management skills, with ability to self-direct and work under own initiative.</p> <p>Ability to take hard decisions relating to own work when necessary, including prioritising under time pressure.</p> <p>Ability to work largely independently whilst delivering consistent results.</p>	<p>Essential</p>	<p>Interview</p>
<p>Strategic Thinking</p>	<p>Essential</p>	<p>Interview</p>



<p>Ability to translate complex and specialised concepts and ideas into meaningful plans and action</p>		
<p>Communication</p> <p>Excellent communication skills, verbal, written and listening and the ability to adapt personal style to meet the needs of a range of audiences.</p> <p>Ability to communicate complex information to a wide range of stakeholders</p> <p>Ability to challenge where necessary with a wide range of stakeholders using good networking and influencing skills.</p>	<p>Essential</p>	<p>Interview</p>
<p>Decision Making and Impact on Others</p> <p>What impact the decisions made by the post holder would have on others across the Council</p>	<p>The Data Analyst role will mostly work on a 6-12 monthly schedule. They will have experience of working on major projects or initiatives at a detailed level including reporting and advising the wider programme team of data and reporting improvements.</p> <p>This role requires the ability to work on own initiative, managing multiple deliverables in a fast-paced set of service areas. The post holder must be able to manage reporting deadlines and escalate to Programme Leads or Management any slippages or missing information.</p>	
<p>Communication with Internal and External Customers</p>		



<p>What customers the applicant would be in contact with in the job</p>	
<p>Internal</p>	<p>Directors, senior managers and project team members. 50%</p> <p>Ability to communicate across a diverse community of stakeholders; good networking and influencing skills.</p> <p>Ability to communicate complex concepts to a varied group of stakeholders in a way which is understood by all.</p>
<p>External</p>	<p>Directors, senior managers and partner project team members within the Council and suppliers. 50%</p> <p>Ability to identify clear outcomes and explain requirements to project team members.</p>
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<p>Example: Willing to travel and occasionally work unsocial hours</p> <p>Be a good team worker demonstrating loyalty and commitment to the organisation and team members</p>
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p>



	<p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people’s differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.