

## Job Description

<b>Department:</b>	Governance
<b>Division/Section:</b>	Performance and Information
<b>Job Title:</b>	<b>Senior Information Analyst</b>
<b>Post No:</b>	
<b>Grade:</b>	10
<b>Reports to:</b>	Intelligence Lead
<b>Organisation Chart:</b> Show immediate manager and any jobs reporting to this post.	
<b>Does the post involve working in regulated or controlled activity with children or vulnerable adults? CRB Check applicable?</b>	Controlled <input type="checkbox"/> Standard <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b> No <input type="checkbox"/>
<b>Line Management responsibility for:</b>	No. of direct reports: 2 No. of indirect reports: 0
<b>Size of budget:</b>	None  - state whether <i>accountable</i> for (i.e.budget holder) or <i>accounting</i> for (e.g. monitoring)

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### **Job Purpose:**

1. Work collaboratively with Senior Managers within a department to deliver analytical products to support the council's information strategy and their individual work programmes.
2. To act as an expert resource for data analysis, interpretation and presentation, utilising spreadsheets, databases, and other analytical tools across a range of data sets.
3. To lead information analysis for a particular area or department taking responsibility for delivery of :
  - Management & performance information for directly delivered services
  - Gap analysis & contracts information for Commissioning
  - Joint analysis & performance information for and from strategic partnerships including Health and Wellbeing Boards, Community Safety Partnerships and multi-disciplinary, multi-agency work.
4. To coordinate completion of statutory returns and calculated performance indicators, ensuring that data sets are properly maintained, departments are aware of issues and information is collected in line with national specifications.
5. To advise on research needs and methodology, designing and implementing reports, analysing and interpreting data, drawing conclusions and formulating recommendations, and disseminating the findings.
6. To provide technical advice around report specifications and development from key IT products, eg the department's care records system and other systems which may be developed, including e-marketing and customer relationship management.

### **Main Duties and Responsibilities:**

1. To keep up to date with the requirements of external regulators for information and with the performance reporting methods and results of comparator organisations feeding back to senior members of the team and senior managers within the customer departments.
  2. To distil highly complex information and interpret using specialist knowledge and skills, presenting it in an appropriate manner to colleagues and partners.
  3. To be a member of strategic planning groups across the organisation and the wider local government system, assisting managers to make decisions based on evidence.
  4. To identify risks and suggest improvements to the quality of information owned and held by customer departments. Ensuring that data quality is of a high enough standard that robust and reliable information is available to the organisation for use in monitoring performance and in meeting the organisation's obligations to external regulators.
  5. To advise and support managers at all levels in the organisation in identifying their information needs and using management information to inform their decision making.
  6. To work with partnership agencies and contracted services to ensure that information provided meets all cross-agency working needs as well as organisational requirements.
  7. To establish the content and format of regular performance and activity reports at all levels including Board reports and to supervise the production of the reports, providing appropriate analysis and commentary as required.
  8. To alert senior managers to any failures in areas of organisational activities which impact on
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information processes and advise on corrective action.

9. Work with senior managers to assist in bringing about necessary changes and support new ways of working.
10. To manage own individual and team workload and planning capacity of the team to meet the agreed workplan and priorities.
11. To support the Information Analyst(s) in carrying out the duties specified and in delivering the objectives assigned to the relevant work area. Undertake induction, coaching regular supervision and appraisals of those directly supervised. To identify the need for and progress formal training where necessary.
12. To project manage the completion of statutory returns which the department is required to make so that they contain accurate information and are submitted on time.
13. To recommend and produce ad-hoc reports, including research, audits and reviews, using the most appropriate methods of data collection and analysis; produce and distribute reports, drawing conclusions using comparative and benchmarking data as relevant
14. Comply and uphold the confidentiality, data protection and Caldicott principles as instructed by the organisation at all times, with the appropriate processing sharing and storage.
15. To actively participate in regional and national benchmarking groups and ensure learning from these groups, and benchmarking work carried out by post holder and teams are shared appropriately with senior managers.
16. To support needs analysis to feed into the Joint Strategic Needs Assessment and other need analysis and forecasting work carried out.

<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>		
<b>Flexibility Clause:</b>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>		
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>		
<b>DATE:</b>		<b>COMPLETED BY:</b>	