# Job Description

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| **Department:** | Performance & Intelligence Service, Resources Directorate |
| **Division/Section:** | Business Intelligence |
| **Job Title:** | Children's Research and Analysis Officer |
| **Post No:** | 10314 |
| **Grade:** | 10 |
| **Reports to:** | Sophie Webster |
| **Organisation Chart:**<br><br>**Show immediate manager and any jobs reporting to this post.** |  |
| **DBS Check applicable?** | **Basic** ☐<br>**Standard** ☒<br>**Enhanced** ☐<br>**None** ☐ |
| | **Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**<br><br>**Yes** ☐ |

Organisation Chart:

- Head of Service Performance & Intelligence
  - Business Intelligence (BI) Manager
    - BI Lead (Adults)
      - Senior Information Analyst (Adults)
        - Senior Information Analyst (Adults)
          - Information Analyst (vacant)
    - BI Lead (Childrens)
      - Senior Information Analyst (CSC)
        - Senior Information Analyst (Early Help)
          - Information Analyst (vacant)
    - Children's Research & Analysis Officer
    - BI Lead (Education)
      - Senior Information Analyst (Education)
        - Information Analyst (vacant)

|  | **No☐** |
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| **Line Management responsibility for:** | **No. of direct reports: 0**<br>**No. of indirect reports: 0** |
| **Size of budget:**<br><br>(Per annum) | **NONE** |
| **Job Purpose:** | We are seeking a talented and outcomes focussed Children's Research and Analysis Officer who will work within Children's Services leading on and being responsible for conducting research, analysing data, and providing insights to inform policy decisions and service improvements. Your work will support Children's Services in ensuring that it meet the needs of children, young people and their families in Peterborough.<br><br>As a Children's Service Research and Analysis Officer, you will contribute to shaping the future of children's services by supporting them in their improvement journey and ensuring that services and support are effective, efficient, and responsive to the needs of children, young people and their families. Your work will help create a supportive and nurturing environment where every child has the opportunity to succeed. |

**Main Duties and Responsibilities:**

- Support the provision of high-quality management information and performance reporting for the Children's Services, Council, Members, and partners.
- Work in close collaboration with Performance and Intelligence Service, Children Services, Corporate Performance and Public Health to provide data support and insights.
- Perform data analysis and generate reports to support decision-making processes related to Children's Services (inc. Children's Social Care, Education, and SEND) data.
- Develop, maintain, and improve PowerBI dashboards to visualise data and present insights to stakeholders.
- Collaborate with teams across Services to understand data requirements and translate them into technical specifications.
- Ensure data quality, consistency, and integrity across all data sources and reports.
- Provide training and support to staff on the use of PowerBI dashboards and data interpretation as required.
- Effectively communicate complex data insights to non-technical stakeholders to inform decision-making processes.
- Work with senior managers to assist in bringing about necessary changes and support new ways of working.
- Recognise the importance of data protection and information governance and conduct all work in accordance with law and guidance.
- Conduct comprehensive research on various aspects of children's services, including education, health, social care, and welfare.
- Utilise both qualitative and quantitative methods to gather and interpret data.
- Analyse trends, patterns, and outcomes to identify areas for improvement and innovation.
- Provide evidence-based recommendations to senior management and stakeholders.
- Develop strategic reports that highlight key findings and actionable insights.
- Collaborate with cross-functional teams to align research with organisational goals.

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| **Generic Responsibilities:** | To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy. |
| | To comply with all Health & Safety at work requirements as laid down by the employer. |
| | 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. |
| **Flexibility Clause:** | 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. |
| **Variation Clause:** | 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. |
| | 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. |

**DATE: 07/02/2025**          **COMPLETED BY:**    Rina Mistry

# Person Specification

| Job title: | Children's Research and Analysis Lead | Directorate: | Resources |
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| Grade: | 10 | Service / Team: | Performance and Intelligence |
| Date: | 07/02/2025 | Completed by: | Rina Mistry |

| ATTRIBUTES | ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
|---|---|---|
| **KNOWLEDGE** | ● Knowledge and understanding of information systems and databases, built up over a number of years' training and experience or formal IT information management qualification. (A & I)<br>● Knowledge and understanding of the potential of IT systems in Local Government and / or health care or Police. (A & I)<br>● Knowledge and experience of using performance information methodologies built up over a number of years experience. (A & I) | ● Understanding of responsibilities of Local Government (A & I)<br>● Knowledge of project management methodologies (A & I)<br>● Working knowledge of research methodology and design (A & I)<br>● Working knowledge of audit and review process methodology. (A & I) |
| **SKILLS & ABILITIES** | ● Familiar with Power BI, SQL, crystal reporting or similar (A & I)<br>● Advanced skills in using Analytical tools and standard office software (Google, Access, Excel, PowerPoint, Word), i.e. advanced skills in designing and using complex spreadsheets and databases to collate, analyse and report on data. (A, I & P)<br>● Good communication and relationship skills to provide and receive complex information, be persuasive, motivational, negotiating and training skills. (A & I)<br>● Ability to interpret and convey statutory guidance, whilst keeping up to date with developments. (A & I)<br>● Ability to quickly learn about public sector services, building up specialist knowledge in the field of performance and establishing effective working relationships with operational staff and managers. (A & I)<br>● Ability to analyse and interpret research | ● Business Analysis (A, I & P)<br>● Strong coaching skills to assist and give direction to team members and colleagues (A & I)<br>● Specialist analytical and statistical skills. (A & I)<br>● Project management skills to develop and manage complex pieces of work (e.g. large statutory returns) on a team and individual basis where appropriate. (A & I) |

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| | findings and make recommendations (A & I)<br>● Ability to check, reconcile and validate data prepared by self, team members or other sources (A & I) | |
| **EXPERIENCE** | ● Experience of working autonomously and taking responsibility for delivery of specified objectives (A & I)<br>● Experience of carrying out statistical analysis (including benchmarking) and providing commentary relevant to the readership, across all organisational levels up to senior management level, and with external stakeholders. (A, I & P)<br>● Experience of successfully managing tasks & working with other people to ensure objectives and deadlines are met and quality maintained. (A & I) | ● Experience of working in a relevant local government department or public sector body (A & I)<br>● Experience of guiding senior managers to identify and interpret data requirements and propose effective solutions to presenting problems. (A & I) |
| **QUALIFICATIONS** | ● Relevant higher education qualification (e.g. HND, Degree) or at least 5 years' experience in data analytics and information-based work. (A & I) | ● Recognised technical training in statistics, statistical tools or analytical software packages (A & I) |
| **PERSONAL CIRCUMSTANCES** | ● Ability to travel between locations in Peterborough, regionally and less frequently nationally. | Current clean driving licence and use of a car. |
| **EQUALITY** | Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A & I) | |
| **CUSTOMER CARE** | Knowledge and understanding of effective customer care (A & I)<br><br>Clear understanding of the need to engage with communities and promote good customer relations (A & I) | |

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:*
*(AI) Application / Interview, (P) Presentation, (W) Written Test.]*