DARLINGTON BOROUGH COUNCIL

RESOURCES

JOB DESCRIPTION

POST TITLE : Analyst (COVID-19 Recovery)

PAY BAND : Band 9

JOB EVALUATION NO. C2968

REPORTING RELATIONSHIP Strategy and Performance Manager

JOB PURPOSE : To have a key role in ensuring that the Council has the right information and high quality analysis to inform policy development and decision making by providing pro-active support in the extraction of data, provision of analysis and production of reports, taking specific responsibility for work areas and topics as directed. To support the Strategy and Performance team in its function in communicating analysis of data, internally and to partners in the public, private, voluntary sector and the wider community.

POST NO. POS011033

PDR COMPETENCY FRAMEWORK Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Liaise with officers in relation to the collection, layering and analysis of data and regularly undertake analysis to identify trends and key issues that supports the policy function of the Council. Undertake research to support such analysis, providing reports on key issues as appropriate.

2. Undertake specified analysis to support aspects of the Darlington Recovery Group including the development, research and design of wellbeing-related data sets and information.

3. Ensure compliance across the authority with the Council's performance management framework and develop templates and other tools to support directors, heads of service and managers as appropriate.

4. Maintain an accurate list of reported KPIs and PIs for the given area of responsibility ensuring this feeds into needs across the authority, and ensure that, where required, performance data is available to be presented to relevant senior management and member meetings and that this is updated in a timely manner to reflect learning, regional working and changes in priorities and performance frameworks.

5. Support development of the Council's approach to data analysis and on the need for change as necessary, feeding into relevant partnership groups to ensure clarity and consistency of information used.

6. Identify opportunities for reducing and rationalising the quantity of data, the targets and returns and to carry out the role at all times with a view to minimising the time taken.

7. Provide management information for local performance indicators and targets, undertaking research to support such analysis, providing reports on key issues as appropriate and in a timely manner.

8. Coordinate the collection of data and intelligence to inform, working with partners and providing recommendations on remedial action as appropriate.

9. Work with colleagues, including public health intelligence networks, to share and develop resources, knowledge and skills in order to improve the efficiency, effectiveness and accessibility of information and intelligence.

10. Produce reports on an ad-hoc basis for various committees, officers and other establishments as requested.

11. Co-ordinate performance information with other bodies and explore opportunities to benchmark with best practice.

12. Present analysis in an accessible way to relevant Senior Management Teams as appropriate and on internal and external forums and events as necessary.

13. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.

14. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.

15. Carry out your role in line with the Council's Equality agenda.

16. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.

17. Any other duties of a similar nature related to this post that may be required from time-to-time.

18. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

Date: September 2020

DARLINGTON BOROUGH COUNCIL

RESOURCES

ANALYST (COVID-19 RECOVERY)

POST NO. POS011033

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Qualification in a relevant field		D
2	Educated to degree level or equivalent		D
	Experience & Knowledge		
3	Experience of analysing data and reporting to a range of audiences	E	
4	Proven understanding of the local government policy context	E	
5	Experience of providing advice in local government or other public agency	E	
6	Experience of collating data, and ensuring consistency of the quality of that data	E	
7	Experience of developing, implementing, monitoring and reviewing strategies and policies	E	
8	Experience of providing comprehensive and concise written reports, including performance reports	E	
9	Experience of administering performance management systems	E	
10	Experience of interpretation of data using a range of information sources and research methodologies, including the analysis of complex trends and presenting in a logical and systematic manner.	E	
11	Experience of preparing and undertaking effective presentations both internally and externally	E	
12	Experience of working within public service partnership arrangements		D
13	Experience of data sharing protocols and their implementation		D
14	Experience or understanding of commissioning processes and the role of intelligence within them		D
15	Experience of providing intelligence to and liaison with schools, health or other partners		D
	Skills		
16	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	E	
17	Ability to undertake research and report on its findings	E	
18	Ability to give attention to detail and have confidence in dealing with numbers and presenting accurate information	E	

Standard/Rec/Job Description Employees

19	Proven administrative skills to ensure consistency and quality	E	
20	Ability to present complex information in formats appropriate to non-specialists without compromising meaning	E	
21	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	E	
22	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines	E	
23	Ability to work under pressure, balance a range of conflicting demands and determine priorities to meet strict deadlines	E	
24	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	E	
25	Ability to anticipate and highlight issues that need to be taken into account	E	
Personal Attributes			
26	Ability to work successfully as part of a team	E	
Special Requirements			