

**Transport Data Analyst (Active Travel)**

**12 month Fixed term**

**NECA Grade 7 - £25,481 - £27,042**

**Post title:** Transport Data Analyst

**Location:** The location of this role is Gateshead Civic Centre, although remote working will be necessary.

**Flexible Working:** Subject to service needs flexible working is applicable to this post

**Organisational Relationships:**

The post holder will be accountable to the Senior Transport Data Analyst, Transport North East.

The post holder will work on behalf of the North East Joint Transport Committee (JTC) but will be an employee of the North East Combined Authority (NECA) in its role as the accountable body for the JTC.

**JOB DESCRIPTION**

**Description of the role:**

The post holder will be required to source, understand and interpret complex data sets to provide analysis, insight and advice to inform Transport North East’s decision making, bid development and strategic priorities.

**Duties and Responsibilities Specific to this Post:**

The following list is typical of the duties you will be expected to carry out. It is not necessarily exhaustive and the post holder may need to carry out other duties of a similar nature and level from time to time.

* Analyse various complex data sets and summarise findings in verbal or written reports, spreadsheets and presentations to a range of audiences from members of the public to Transport North East Directors.
* Analyse existing and new data sets and use initiative to share insight with Transport North East.
* Source and acquire data which will be used to support decision making and strategic priorities.
* Manipulate and present data and evidence in a clear, intelligible ways tailored to the needs of the audience.
* Understand the strengths and weaknesses of various data sources and advise the organisation appropriately and understand and articulate how factors can influence findings.
* To work with a range of organisations which hold regional and transport data, including the Department for Transport, Local Authorities, Nexus, North East Local Enterprise Partnership, Traffic Accident Data Unit, Transport for the North and Urban Traffic Management Centre, to share knowledge and findings.
* Develop questionnaires for public consultations and analyse and interpret quantitative findings and present them to Transport North East.
* Conduct secondary research to identify data which can be used to inform the development of strategies, policies and funding bids.
* Suggest data and insight which can further develop and enhance the work of the organisation.
* Carry out geospatial analysis and present the findings in an engaging and informative way.

**PERSON SPECIFICATION**

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| **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | |
| |  | | --- | | HNC or equivalent in relevant discipline or relevant experience | | * Membership of relevant professional body * Evidence of continued professional development |
| **EXPERIENCE** | |
| * Demonstrable experience of producing and presenting summary reports in a clear and engaging manner. * Demonstrable experience of analysing a variety of complex data sources and summarising the findings for a range of audiences. * Demonstrable experience of adopting a creative approach to problem solving. * Demonstrable knowledge of data analyst programmes. * Capable of working in a fast moving and changing environment and prioritising workload. * Demonstrable problem solving skills and the ability to make recommendations to senior management. * Excellent all round communication and facilitation skills with a capacity to present, discuss and explain relevant information. * Experience of research and analysis. | * Experience of geospatial analysis and presenting information in map form. * Demonstrable experience of analysing complex data and using the findings to provide advice. * Experience of working within a transport policy environment. |
| **SKILLS AND KNOWLEDGE** | |
| * Excellent IT skills including advanced knowledge of Excel. * Ability to work to own initiative with minimal supervision. * Excellent verbal and written communication skills. * Ability to demonstrate resilience and work flexibility, adapting to changing priorities. | * Understanding and knowledge of the working of local government |
| **Personal Qualities** | |
| * Able to work on own initiative and as a member of the team. * Able to organise workload, prioritise competing demands and work to deadlines. * Able to maintain confidentiality and security. * Committed to the principles of equality and diversity. * Good literacy, numeracy and ICT skills. |  |