

Job title: Principal Analyst (Social Care Transformation)

Department: Finance and Resources

Service: Analysis and Insight

Section: Social Care (Children's/ Adults')

Grade: H

Post reference number:

1 Job purpose

To undertake:

- The generation of rich intelligence to support service redesign, transformation and planning for social care (Children's or Adults')
- The collation of data, analysis and dissemination of data
- The successful and timely completion and submission of performance reports

2 Principal duties and responsibilities

Specific:

- 1 To discharge the responsibilities of Adults'/Children's Services in relation to the provision of statutory data returns for targeted and specialist services
- 2 To employ methodological approaches to data capture, data analysis, and intelligence development, using sophisticated information systems and analytical software
- 3 To work closely with managers to
 - develop, calculate and monitor key performance measures
 - to set targets, to monitor and review performance
 - to evaluate impact
 - and to assess implications for service improvement and delivery
- 4 To draft high quality data and intelligence reports to Heads of Service, Directors, the Departmental Management Team, Scrutiny Panels, and Partnership groups as required
- 5 To undertake activities that will deliver assured data quality, developing and maintaining appropriate schemes with both internal and partnership colleagues
- 6 To provide accurate and timely datasets and information packs to support Inspection and Audit regimes
- 7 To contribute to the development and implementation of Performance Management frameworks for targeted and specialist services
- 8 To work alongside internal and partnership colleagues in the development of spatial and demographic intelligence
- 9 To undertake projects aimed at meeting the data and intelligence needs of the transformation programme
- 10 To advise on the necessary development of Information Management systems and related business processes to improve data management, intelligence development and performance management
- 11 To produce regular Intelligence Briefings and develop online data and intelligence libraries in support of departmental, corporate and partnership strategies
- 12 To work alongside internal and partnership colleagues in the development of intelligence relating to

transformation projects

Generic:

13 To maintain a knowledge base of relevant policy, legislation, research, procedure, methodology, and practice relevant to this post

3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder:

None

6 Post holder's immediate supervisor: Intelligence Manager (Targeted and Specialist Services)

Prepared by/author: James Rhodes **Date:** April 2022

Job title: Head of Analysis and Insight

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature: **Date:**

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Areas of responsibility/ requirements	Requirements	Measurement				
		P	A	T	I	D
Knowledge	Practical and innovative approaches to the use of data to drive performance improvement		✓		✓	
	Ability to understand the Children's and/or the Adults' Social Care agenda		✓		✓	
Skills/abilities – interpersonal	Analyse complex datasets using a range of different appropriate methodologies, and construct rich and clearly articulated business intelligence		✓	✓		
	Engage appropriately and effectively with internal and partnership colleagues in order to specify needs and deliver high quality services		✓		✓	
	High level communication skills that employ different modes of delivery as appropriate to the audience and develop understanding		✓	✓	✓	
Information technology	Proven experience and advanced knowledge of business intelligence tools specifically Advanced Excel, SQL and PowerBI		✓		✓	✓
Experience	Timely and accurate production of data that delivers complex performance indicators and statutory returns		✓		✓	
	Identifying, designing and implementing data quality assurance procedures for internal and external application		✓		✓	
Work to promote mutual respect and good relations	An understanding to the City Council's Equality and Diversity Policy, a commitment to its implementation and application in employment and service delivery.		✓		✓	
	Work sensitively and constructively with colleagues when interpreting management information and supporting necessary improvements		✓		✓	

Work Related circumstances	Must be prepared to undergo an Enhanced CRB check		✓		✓	
	Willingness to comply with the City Council's non-smoking policy.		✓		✓	

P: Pre-application **A:** Application **T:** Test **I:** Interview **D:** Documentary evidence

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