

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> South London Partnership Intelligence & Insight Analyst	<b>Grade:</b> PO3 £36,219 - £43,887
<b>Status</b> Permanent	<b>Directorate:</b> Chief Executive's Group
<b>Reporting to:</b> SLP Health and Care Lead	<b>Responsible for following staff:</b> N/a
<b>Post Number/s:</b>	<b>Last review date:</b> N/a
<b>Location: Flexible mix of office and home-based working</b> The SLP is based in Twickenham, London in the offices of London Borough of Richmond upon Thames with the successful applicant expected to work flexibly between SLP office locations and home with the details to be agreed with the successful applicant.	

#### The South London Partnership

The South London Partnership (SLP) is a voluntary cross-party five borough sub-regional partnership of Croydon, Kingston upon Thames, Merton, Richmond upon Thames and Sutton. It has a small dynamic core team working closely with politicians, chief executives, senior managers and subject specialists in each of the five boroughs, as well as London and local stakeholders and partners. Together they have forged an ambitious programme of work that is securing greater sub-regional collaboration and traction on areas including health, economy, skills and transport.

The SLP boroughs collaborate sub-regionally on things where they can secure more together than individually. The SLP team focuses on areas where collaboration leads to increased influence, increased powers and funding and better delivery of the services our residents need.

SLP is hosted by Richmond Council and the role will be employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils

#### Job Purpose:

To proactively provide wide ranging good quality and insightful analytical based intelligence to support the work of the South London Partnership, in particular on the state of the economy, innovation, employment and skills, social care and health, transport and infrastructure. By proactively seeking out, analysing, interpreting and presenting key data and intelligence, making links between different areas of work and working closely with SLP

team members, partners in SLP boroughs and wider partners including GLA, TFL, NHS, central government.

**Specific Duties and Responsibilities:**

- Design and produce robust and insightful analysis and data led interpretation and intelligence on the state of the economy in SLP, in particular the impact of and recovery from the Covid pandemic, and specifically:
  - Provide regular updates on key economic indicators to team and wider partners including on unemployment, job vacancies, claimant count
  - Produce and further develop a regular SLP 'Economic Insights' report to track key economic indicators and share key intelligence about the state of the SLP economy with partners
- Further develop and maintain the SLP 'data dashboard' so it enables the SLP team and wider partners to readily access and track key data and indicators to support the team's key areas of work
- Provide regular comparative analyses for the SLP boroughs on key indicators and issues, including Levelling Up, Inequalities, Sustainability, Digital Connectivity drawing on national and regional datasets and presenting in informative and accessible formats;
- Produce regular good quality analysis and insight on social care across SWL boroughs to support delivery, monitoring and evaluation of the SWL Adult Social Care Transformation Programme using national and local datasets
- Effectively manage and build the SLP's data resource by accessing key data from multiple sources and managing this in line with good data management and information governance protocols
- Provide analytical and research based advice to SLP projects including on project monitoring and evaluation
- Produce data analysis and reports to track progress and performance of SLP's key strategies and programmes
- Horizon scanning and synthesis of wider analysis and research that support SLP' priorities and effective sharing of this with colleagues
- Work closely with analysts in SLP boroughs and elsewhere to understand their priorities and work and where relevant feed this into SLP work, identify and take forward opportunities for working together
- Carry out ad hoc analyses to a good quality within agreed timescale

- Effectively using social media channels to communicate key data based information

### **Generic Duties and Responsibilities**

- Present data and analysis orally at meetings with the SLP boroughs and partners
- Present data effectively and innovatively using graphs, infographics, maps, tables to support issue identification and understanding, development of business cases, funding bids and project delivery.
- Conduct quantitative analysis, using Excel, Microsoft BI and other appropriate analytical software to support policy and project development, delivery and performance improvement.
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

### Skills and Experience Required

Person Specification Requirements	Essential/ Desired	Assessed by A & I/T/C
<b>Knowledge</b>		
Advanced understanding of range of analytical methods and techniques, understanding of statistical concepts and techniques	E	A/I/T
Good understanding of national and regional socio-economic data and sources	E	A/I/T
Knowledge of business systems and software applications that support data management, analysis and visualisation, and a high standard of ICT and mathematical literacy.	E	A/I/T
<b>Experience</b>		
Experience of working successfully in a research analysis or business intelligence role supporting policy and programme development and delivery	E	A/I
Significant experience of providing insightful data analysis and intelligence to further business priorities and objectives	E	A/I
<b>Skills</b>		
Strong statistical methods and data analysis skills including: Ability to analyse and interpret a wide range of data including potentially large and complex datasets using a range of techniques and appropriate analytical software Good numerical and applied statistical skills and an ability to work accurately with attention to detail.	E  E	A/I/T
Excellent communication skills, both written and verbal, with a strong ability to present complex analytical information effectively to range of stakeholders including councillors, senior officers using audience appropriate methods – reports, presentations, dashboards and data visualizations	E	A/I/T
Proactivity, creative thinking and problem solving including the ability to effectively turn data into intelligence through well developed analytical interpretation and application skills and professional curiosity	E	A/I/T

Advanced skills in the use of data management, analysis and visualisation software including PowerBI, MS Excel, mapping software. Some ability to use (or willingness to learn) R, Python desirable.	E	A/I/T
Excellent data management skills including understanding data sources, data organisation and storage	E	A/I/T
Quality assurance, validation and data linkage abilities - you know how to conduct data quality assurance, validation and linkage	E	A/I/T
Ability to effectively design, manage and carry out analytical projects with experience of commissioning and managing external contractors desirable	E D	A/I
Ability to work collaboratively with wide range of internal and external partners	E	A/I
Ability to work independently and part of a team	E	A/I
Ability to manage a varied workload in response to changing priorities and demands	E	A/I
<b>Qualifications</b>		
Educated to degree level in relevant discipline (e.g. statistics, maths, economics, social research) or other degree with a significant focus on quantitative research methods), or equivalent experience	E	A/C
Formal training/qualifications in analysis and research methods desirable	D	A/C
<b>Other Considerations</b>		
Willingness to travel across SLP sites and work flexibly as required		

**A - Application, I - Interview, T - Test; C - Certificate**

### **Our Values and Behaviours**

As the SLP is hosted by Richmond Council, our values and behaviours will be based on those for the council as part of the Richmond and Wandsworth Shared Staffing Arrangement (SSA), which expects staff to meet high standards. The SSA values and behaviours are:

- being open
- being supportive
- being positive and helpful.

Additional values and behaviours reflecting the specific functions of a sub-regional partnership team, which will continue to develop further as our agenda evolves, are:

- understanding and respecting the perspectives, policies and practices of the different SLP member boroughs – the SLP team sees itself as part of the five boroughs it works with, helping them to work together effectively, not as a separate entity;
- continuously ensuring that sub-regional working adds value to what could be or is done locally – and that it has an impact on outcomes for residents, service users or businesses;
- taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work;
- continuously seeking better value for money and improved outcomes at lower cost; and
- taking a team approach that values collaboration, partnership working and mutual support.