

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Adults Senior Data Analyst	<b>Grade:</b> PO2
<b>Section:</b> Adults Performance Team – Assurance & Innovation	<b>Directorate:</b> Adult Social Care & Public Health
<b>Responsible to following manager:</b> Deputy Adults Performance Manager	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> RWA9044	<b>Last review date:</b> July 2024

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

To support the Adults Performance Team to fulfil the requirements of the statutory adult social care performance management framework and the council's own performance management framework.

To provide timely, accurate analysis and interpretation of qualitative and quantitative business intelligence necessary for the Directorate to make timely, relevant and strategic decisions for existing and future services.

### **Specific Duties and Responsibilities**

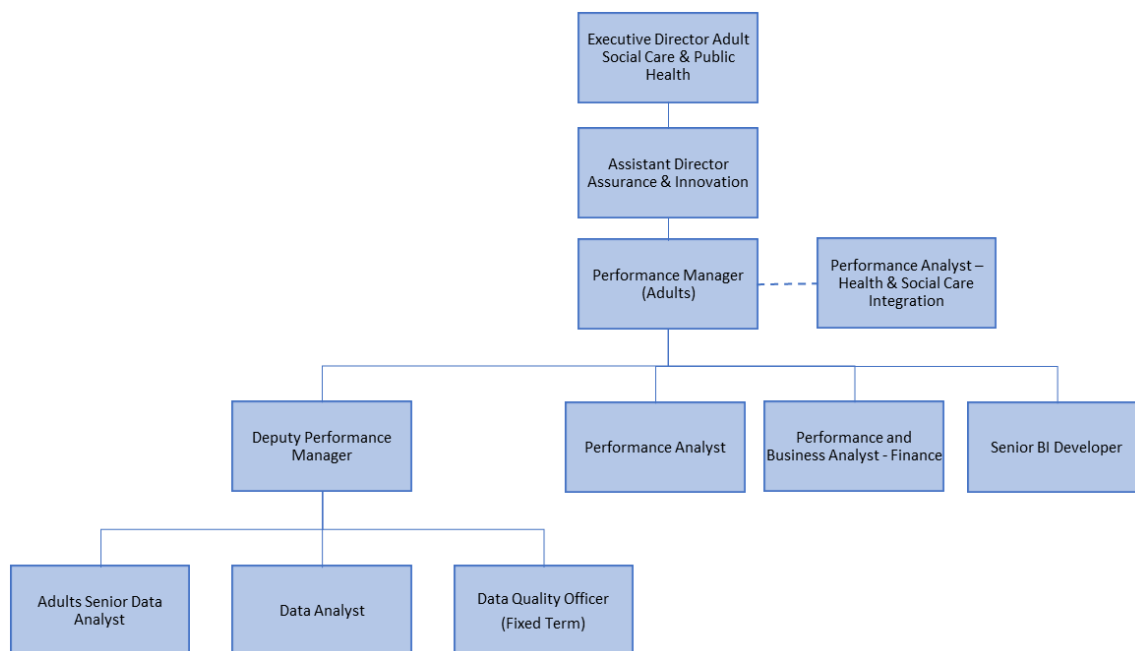
1. To lead on producing in-depth analysis, comparisons, and interpretation of highly complex data sets from several information sources to ascertain levels of compliance with national and local performance targets.
2. To produce and present benchmarking information that supports the Directorate to understand its performance and evaluate potential risk and options for future action.
3. To design, develop and maintain insightful performance management information, and trend data, using visualisation tools that supports operational managers to understand activity and their associated impacts on budgets.
4. To be responsible for working collaboratively with managers to make better use of data and insights to support Council, Directorate and partners strategic and operational service delivery decisions and improve service delivery for our residents.
5. To lead on producing and analysing national, service user and carer surveys, ensuring returns are accurate and national deadlines for submitting surveys are met.
6. To contribute towards producing accurate and timely data submissions to NHS England, Department of Health & Social Care and other government departments to agreed timescales.
7. To proactively promote data quality and the use of accurate management information. This will include regularly identifying and assessing data system quality issues and conducting briefings or training sessions as appropriate.
8. To provide equalities monitoring, freedom of information requests and ensure compliance with data protection and governance procedures.
9. To act as deputy to the Deputy Performance Manager as required and represent the team at internal or external meetings.
10. To contribute as required to change programmes within the service.
11. To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.

12. To contribute as required to performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money function.
13. Keep abreast of latest thinking, new trends and developments in areas of expertise and implement or act accordingly.
14. Work collaboratively with others across the department to contribute in the councils arrangements for preparing and acting upon CQC inspections.
15. Lead on short projects in line with changing requirements and priorities of the councils.

### **Generic Duties and Responsibilities**

- 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 profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

## Team structure



## Person Specification

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### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge and understanding of social care		Y	A/I
Understanding of research and statistical analysis techniques	Y		A/I
Experience	Essential	Desirable	Assessed
In using management information systems and the ability to fully understand the interfaces between such systems and local databases.	Y		A/I
In developing and delivering practical,	Y		A/I

innovative and creative approaches to analysis and insight			
A high level of data literacy used in a business environment, including producing regular performance information for business purposes.	Y		A/I
In working on a variety of large datasets – being experienced in understanding, analysing and interpreting data; spotting and resolving issues and presenting the data in the most suitable format for the audience.	Y		A/I/T
Of using coding tools such as R studio or Python to manipulate and analyse unstructured and structured datasets.	Y		A/I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Advanced MS Excel skills including skills in PowerQuery to structure data	Y		A/T
Advanced Power BI Skills – Including defining data relationships, use of DAX and Power Query and ability to develop interactive and engaging dashboards	Y		A/I/T
Intermediate SQL skills - Query data using joins and built-in functions to manipulate data	Y		A/I/T
Strong analytical and numerical skills, including applied knowledge to best practice statistical methods.	Y		A/I
Ability to communicate both orally and in writing to a good standard	Y		A/I
Ability to manage and constantly re-prioritize a varied workloads	Y		A/I
Proactive self-starter with the ability to work as part of a team and independently using own initiative	Y		A/I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Relevant professional qualification or equivalent practical experience of working in a data analyst role.	Y		A/I
Data Science or Apprenticeship qualification		Y	A/I

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**