**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Adults Data Analyst | **Grade**:  SO2 |
| **Section:**  Strategic Performance | **Directorate:**  Adult Social Care and Public Health |
| **Responsible to following manager:**  Deputy Performance Manager | **Responsible for following staff:**  N/A |
| **Post Number/s:** | **Last Review Date: June 2019** |

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

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough 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 innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

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| To support the Performance Analyst in providing 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 and fully support national and local reporting requirements including the Department of Health and Safeguarding Boards.  To actively manage and promote data quality within the department and manage the annual Dept. of Health user and carer surveys |
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**Specific Duties and Responsibilities:**

1. To analyse and interpret statistical data to inform the needs of the service, providing accurate and timely management information to support local and national performance measures and targets.
2. To undertake benchmarking and to collate data relevant to planning future services, including researching and collating demographic information, national statistics on care provision and other information as required.
3. To carry out, manage and analyse the annual Department of Health service user and carer surveys.
4. To actively promote data quality and the use of accurate management information within Adults. This may include conducting briefings and training sessions as appropriate.
5. To provide information that supports the commissioning, market-testing and contract management of services including producing data to inform service reviews, commissioning programmes and contract monitoring.
6. To contribute towards producing accurate and timely social care statutory returns required by the Department of Health and Information Centre.
7. To contribute towards equalities monitoring, freedom of information requests and ensure compliance with data protection procedures.
8. To advise and support managers on relevant matters affecting the service
9. 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.
10. 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.
11. To contribute as required to change programmes within the service
12. To work as required in ways that develop good working relations and collaborative arrangements with internal and external stakeholders.

**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 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.

**Current team structure**

**Person Specification**

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**Our Values and Behaviours[[1]](#footnote-1)**

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 –

* 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
* focussing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working.

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| **Requirements** | **Assessed by A &**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Knowledge and understanding of social care | A |
| Understanding of research and statistical analysis techniques | A/I |
| **Experience** | |
| Experience of working with large datasets | A/I |
| Of using web based business intelligence tools and applications | A/I |
| **Skills** | |
| Intermediate to Advanced MS Excel skills | A/I/T |
| Good numerical and statistical skills | A/I |
| Ability to analyse and interpret detailed data and present reports | A/I/T |
| Ability to communicate both orally and in writing to a good standard | A/I |
| Ability to manage and constantly re-prioritize a varied workloads | A/I |
| Proactive self-starter with the ability to work as part of a team and independently using own initiative | A/I |
| **Qualifications** | |
| N/A |  |

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)