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

**Job Description**

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|  **Job Title:** SLP Data and Business Intelligence Analyst | **Grade**: PO2 |
| **Team:** South London Partnership | **Directorate:** Chief Executive’s Group |
| **Reporting to:** Sam Mason  |  |

**Job purpose**

To provide wide ranging data based analytic support and business intelligence to the SLP team to support their work on sub-regional collaboration between the South London Boroughs of Croydon, Kingston, Merton, Richmond, Sutton in areas of infrastructure (transport, housing, digital), economic growth, skills and employment, health and care. While based in London Borough of Richmond this role involves working across five South London boroughs.

**Person Specification - Summary**

The South London Partnership are seeking a proactive and experienced quantitative analyst able to provide data driven intelligence and insight to the SLP team and key stakeholders to support delivery of a wide range of cross borough policy priorities and projects. The post holder will seek out, analyse, interpret and present a wide range of data effectively helping to build knowledge and understanding of issues and develop intelligence led proposals and solutions. They will also work effectively with a wide range of partners across SLP boroughs and in organisations such as the GLA, LGA, TfL, NHS to access and develop the effective use of data.

**Main responsibilities:**

1. Proactively seek out, collate, analyse, interpret and present key data relating to the SLP boroughs and work areas - from a wide range of sources - boroughs, regional and national datasets/data portals, GLA, central Government, NHS, TfL - and use these effectively to support the development and delivery of SLP priorities, policies and projects.
2. 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.
3. Provide regular comparative analyses of key indicators about the SLP boroughs and work areas from national and regional datasets in informative and accessible formats; e.g. a SLP ‘dashboard’
4. Present data and analysis orally at meetings with the SLP boroughs and partners
5. Provide insightful data led interpretation and intelligence making links between different data and areas of work.
6. Conduct quantitative analysis, using Excel, Microsoft BI and other appropriate analytical software to support policy and project development, delivery and performance improvement.
7. Provide analytical and research advice to SLP projects including on project monitoring and evaluation
8. Build and maintain positive relationships with analytical teams and colleagues in the SLP boroughs and in key London and national partners to further effective use of data to improve effectiveness and efficiency in public services
9. Carry out straightforward financial and economic analysis to support SLP team in developing business cases and assessing financial impact
10. Commission and manage analytical pieces of work from external partners
11. Conduct simple evidence reviews to support SLP projects drawing together qualitative and quantitative evidence from a range of sources
12. Maintain and manage SLP datasets
13. Manage SLP Website

**Person Specification**

**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.

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| **Person Specification Requirements** | **Essential/****Desired** | **Assessed by** **A & I/T/C**  |
| **Knowledge**  |  |
| Knowledge of range of analytical methods and techniques, understanding of statistical concepts and techniques | E | A/I/T |
| Knowledge and understanding of national and regional socio-economic data and sources  | E | A/I/T |
| Knowledge of business systems and software applications that support data collection and analysis, and a high standard of ICT literacy. | E | A/I/T |
| **Experience**  |  |
| 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 |
| **Skills**  |  |
| Strong quantitative 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
* Ability to present complex analytical information and analysis effectively to range of stakeholders including councillors, senior officers
* Good numerical and applied statistical skills and an ability to work accurately with attention to detail.
* Able to use mapping software and techniques to map key information relating to SLP boroughs
 | EEEE | A/I/T |
| Ability to effectively manage and carry out analytical and research projects:* Experience of designing and managing analytical and research projects
* Some experience or knowledge of designing and implementing evaluations desirable
* Experience of commissioning and managing external contractors desirable
 | EDD | A/I |
| Highly effective communication skills, both written and verbal, to present complex data, analysis and research information to non-technical audiences through reports, presentations, dashboards and data visualizations | E | A/I/T |
| 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 |
| Advanced IT skills including ability to utilise wide range of analytical and presentation software including advanced Excel, Microsoft BI, Geographical Information Systems, data analysis software such as R, StataDeveloping and managing websites  | ED | A/I |
| Creative thinking and problem solving including the ability to improve services, develop new ways of working, and find appropriate solutions to complex issues.  | E | A/I |
| **Qualifications** |  |
| Degree 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 |
| **Other Considerations** |  |
| Willingness to travel across SLP sites and work flexibly as required |  |  |

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

**Additional Information**

**About the South London Partnership**

The South London Partnership (SLP) is a 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, 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. The key collaboration areas are Growth, Health and Innovation.

SLP is hosted by Richmond Council. However, the London Boroughs of Richmond and Wandsworth operate a Shared Staffing Agreement (SSA) so the post holder will employed on the SSA terms and conditions. The team is based at the Richmond Civic Centre in Twickenham, but all members are expected to work in other SLP borough offices when that makes sense to build working relationships and make most effective use of their time.

**Team Structure**

Sarah Sturrock

Director

Sam Mason

Health & Care Programme Manager

Bryony Langdon

Policy & Programme Manager (Infrastructure, Planning & Housing)

Polly Persechino

Policy & Programme Manager (Economy, Skills & Employment)

The postholder will also be part of the wider analytical community in the London Borough of Richmond who they will be able to draw on for professional support and development.