**Job Description**

**Senior Business Intelligence Analyst**

Strategy and Performance Directorate

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| **Service:** | Business Intelligence | **Team:** |  | |
| **Location:** | in Preston, but with ability to travel | | | |
| **Salary range:** | £ 37, 849 - £42, 683 | **Grade:** | | Grade 10 |
| **Reports to:** | Senior Business Intelligence Manager | **Responsible for staff:** | | *Yes* |

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| **Job Purpose** |
| The post will increase capacity in the Corporate Business Intelligence service to develop a more co-ordinated approach to the collection, reporting and analysis of data across Education and Children's services. This includes the ability to report against the implementation, operation and outcomes of the Lancashire Family Safeguarding model and to routinely performance monitor, manage and analyse the key data sets across Education and Children's services including to highlight/report issues and good practice as and where necessary at an appropriate level. |
| **Accountabilities/Responsibilities** |
| The role would report directly to Senior Business Intelligence Manager and:   * Be responsible for developing and implementing a partnership outcomes framework demonstrating the impact of Lancashire Family Safeguarding Model and covering Early Years, Education (Key Stages 2 and 4), Early Help, Inclusion and Children's Social Care. * Design and develop the reporting infrastructure to facilitate analysis of data, and the methodology for capturing data from partners. Including developing data sharing agreements and protocols to enable the collection and flow of data in an efficient, coordinated and appropriate way (with regard to GDPR). * Develop and produce all data and associated analysis for the Lancashire Family Safeguarding DfE evaluation requirements and any other associated returns. * Produce regular analysis and performance reports against the Outcomes Framework and the KPIs of the Lancashire Family Safeguarding model to facilitate strategic and operational decision making. * Develop new workforce data requirements to facilitate the evaluation programme * Collaborate with technical and operational teams to incorporate adult worker information into several datasets, and develop reports to monitor performance. * Quality assure the data being reported and work closely with operational staff and other members of the Business Intelligence Team to improve data quality * Directly manage and matrix manage relevant staff to ensure the provision of a comprehensive analytical service across Education and Children's Services.   **Equal Opportunities**  We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.  **Health and Safety**  All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.  **Customer Focused**  We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times. |
| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:**  **Supportive**  We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.  **Innovative**  We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.  **Respectful**  We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.  **Collaborative**  We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Lancashire County Council**

**Person Specification – Senior Business Intelligence Analyst – Education and Children's Services.**

**Grade 10**

**Directorate: Strategy and Performance**

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| Requirements | Essential (E) or Desirable (D) | To be identified by AF/I/T |
| **Qualifications** | | |
| A degree or equivalent with significant statistical and analytical content | E | AF |
| Post graduate qualification in a relevant discipline, eg public health, health economics, socio-economics or other social science | D | AF |
| A management qualification and/or management training | D | AF |
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| **Experience** | | |
| Experience of partnership working and dealing with external stakeholders | E | AF/I |
| Experience of project based working | E | AF/I |
| Experience of linking analysis and intelligence to the policy and strategic direction of education and children's services | E | AF/I |
| Experience of producing summary reports to influence decision making | E | AF/I |
| Experience of analysing and interpreting education and children's services information | E | AF/I |
| Experience in the use of statistical methodologies for interpreting and understanding data sets | E | AF/I |
| Experience in the development of systems for the collation, quality assurance and dissemination of information | E | AF/I |
| Substantial (or extensive) experience of developing dashboards to meet strategic and operational needs using business analytics software (eg Microsoft Power BI) | E | AF/I |
| Experience of line managing staff | E | AF/I |
| Experience in the training and development of others in intelligence skills | E | AF/I |
| Knowledge and experience of SPSS or other specialist statistical software | D | AF/I |
| Experience of planning, organising and delivering events/workshops | D | AF/I |
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| **Knowledge and Skills** | | |
| An in-depth understanding of education and children's services | E | AF/I |
| Ability to manage projects across organisations using influence where staff management arrangements are not formal | E | AF/I |
| Understanding of the principles of evidence based practice and knowledge of sources and quality of such evidence. | E | AF/I |
| Ability to identify what has worked well in other areas to tackle issues in education and children's services | E | AF/I |
| Project and time management skills, including the ability to organise effectively, prioritise work and meet deadlines | E | AF/I |
| Excellent written and verbal communication skills, with the ability to disseminate complex information via written reports and presentations to a wide range of audiences in terms of both size and composition | E | AF/I/T |
| Highly numerate with the ability to analyse and interpret data | E | AF/I/T |
| Ability to work independently as well as a member of a team as a self-manager with high levels of motivation and a flexible approach to work | E | AF/I |
| Ability to work accurately under pressure of various deadlines | E | AF/I |
| Conscientious and proven team worker with the ability to engage with people at all levels | E | AF/I |
| Extensive working knowledge of MS Office - Excel, Access, Word and PowerPoint | E | AF/I |
| An understanding of data security and confidentiality issues | E | AF/I |
| Knowledge of current education and children's services national and local policies and practices | E | AF/I |
| Knowledge of education and children's services national and local performance indicators and monitoring processes | E | AF/I |