Lancashire County Council

Job Description
Business Intelligence Officer

Service:	Strategy and Performance	**Team:**	Business Intelligence
Location:	Preston		
Salary range:	£25,927-£30,095	**Grade:**	7
Reports to:	Public Health and Partnerships Intelligence Manager	**Staff responsible for:**	0

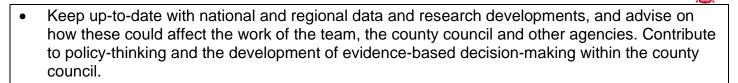| **Job Purpose** |
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| To collate, analyse and disseminate intelligence as part of the offer of the Public Health and Partnerships team. This includes intelligence on public health, wellbeing and community safety, and the wider determinants of these. |
| To support the production of the Lancashire Joint Strategic Needs Assessment (JSNA) and Multi-Agency Data Exchange (MADE), to improve understanding across the county of health, wellbeing and community safety issues. |
| Provide support to the business intelligence analysts in the team. |
| To contribute to the delivery of specific projects as agreed and in the work programme. |
| To support commissioners, partners and the county council to use this information. |
| To manage the web platform to ensure that it contains the most up-to-date data and intelligence available. To facilitate joint working arrangements between partners to ensure the delivery of the data and intelligence |
| To organise and deliver intelligence support activities, such as training and communications (for example newsletters and tweets). |

Accountabilities/Responsibilities
• Facilitate the maintenance and development of the team's website and products, to disseminate the data and intelligence collected, including spreadsheets, databases, reports. Process and upload community-based information including health, wellbeing and community safety datasets from a range of agencies according to standard procedures and protocols.
• Statistical analysis of health, wellbeing and community safety datasets. The production of written reports and the development of statistical tools within spreadsheets.
• Querying of data; maintenance and development of reports and products. Implementing data quality assurances and procedures.
• Support colleagues internally and externally to develop intelligence from the analyses produced, and produce ad-hoc analysis and reports in response to data requests.
• Produce communications to a variety of audiences on the outputs of the team and partnerships. Assist with the preparation and development of training and presentation materials. Organising workshops and meetings for the users of the team's intelligence. Participate in delivering training and presentations.
• Develop additional datasets with partner agencies, as required.

- Keep up-to-date with national and regional data and research developments, and advise on how these could affect the work of the team, the county council and other agencies. Contribute to policy-thinking and the development of evidence-based decision-making within the county council.

Other

- **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.

Person Specification
Business Intelligence Officer

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
• Degree qualified (or equivalent) in relevant subject, preferably with statistical, database or ICT elements.*

Experience
• Working with health, community safety or social data.
• Data manipulation using complex formulas or programming.
• Working with databases containing statistical information.
• Work experience in analysing, interpreting and presenting datasets.
• Setting up and maintaining administrative systems.*
• Work experience within health, public sector or social/market research.*
• Experience with address matching software.*

Essential knowledge, skills & abilities
• Highly competent user of Microsoft Excel.
• Thorough familiarity with Microsoft Access or equivalent.
• Knowledge of statistical analysis of community-based information, eg health, wellbeing, social care or community safety data.
• Ability to work accurately under pressure of various deadlines.
• Well-developed interpersonal skills and the ability to work with organisations in the private, public and community sectors.
• A working knowledge of other Microsoft Office products, such as Word and PowerPoint.
• Good report writing and presentation skills.*
• Familiarity with using a geographical information system (GIS).*
• A working knowledge of data visualisation tools, such as Power BI.*

Other essential requirements
• Commitment to equality and diversity.
• Commitment to health and safety.
• Display the LCC values and behaviours at all times and actively promote them in others.