Senior Data Analyst

Job Description

Service:	Law and Governance
Team:	Internal Audit
Location:	County Hall, Preston, with a requirement to visit and work from any county council or external client location within Lancashire.

Salary range:	£44,711 - £49,764	**Grade:**	10
Reports to:	Audit Manager	**Staff responsible for:**	0

Job purpose and scope

The core professional objectives of Lancashire County Council's Internal Audit Service are to:

- Deliver comprehensive assurance over the county council's internal control environment, risk management, and governance framework.
- Support high standards of governance by evaluating and improving risk management, control, and governance processes.
- Act in accordance with Global Internal Audit Standards (GIAS) and promote best practices across the council.
- Identify areas for enhancement and provide actionable recommendations.
- Align audit activities with the council's strategic objectives.
- Provide clear, objective, and reliable audit reports and insights

The Data Analyst will play a pivotal role in supporting the audit team by providing data-driven insights and analysis. This position is responsible for identifying, collecting, analysing, and interpreting complex data sets to identify trends, anomalies, and areas of risk within the organisation.

The Data Analyst will collaborate with auditors to enhance the effectiveness and efficiency of audit processes through advanced data analytics techniques. They will aid the audit service is developing and implementing continuous audit testing across a variety of client services.

Accountabilities/Responsibilities

- Act as Internal Audit's primary expert on audit-related data analytics and continuous testing.
- Apply technical knowledge and influence to determine the best approach for using data analytics to support the delivery of the audit work programme.
- Develop and sustain internal intelligence relationships across Internal Audit's clients to identify usable data, securing ease of access to facilitate audit testing and the production of relevant and timely audit reporting.
- Lead and manage multiple projects simultaneously, producing timely priorities and intelligence for senior stakeholders to enable a comprehensive understanding of audit needs and identifying effective solutions.
- Analyse, report, and present intelligence for a range of audiences derived from audit

datasets and related information, providing added value in the form of strategic and operational insights.

- Design and develop data-driven audit tools and testing schedules to improve efficiency across the council, reduce duplication, and identify fraud. This involves applying innovative techniques and working practices and setting best-practice standards for data analysis and intelligence within internal audit.

- Advocate, influence, and support the audit service in the development of data analytics and continuous audit testing strategy to drive a culture change towards data-driven, intelligence-based decision-making.

- Coach and support auditors to improve their data analytics skills, enhancing the overall capability of the audit team.

- Explore and integrate artificial intelligence (AI) tools and techniques to enhance audit testing, identifying risks, detecting fraud, and streamlining the audit process.

- Perform root cause analysis with practical corrective solutions to issues and control weaknesses identified.

- Manage relationships with other agencies and partners and represent the council on intelligence groups at sub-regional, regional, and national levels as appropriate. Through data, the post holder will provide a voice for the council's audit function and lead the development of regional and national internal audit data analytics.

- Undertake training and professional development consistent with fulfilling this role and keep up to date with national and regional data, research, and policy developments to maintain subject knowledge across the broad and multidisciplinary fields of internal audit and risk management.

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.

- **Safeguarding Commitment**
  We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**
  We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

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

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

- Bachelor's Degree: Typically in fields like Data Science, Statistics, Mathematics, Computer Science, or related disciplines. OR
- Significant vocational experience, demonstrating development through involvement in a series of progressively more demanding relevant roles
- OR
- Formal professional qualification within specialism (if applicable)
- Post graduate qualification in a relevant discipline*

Experience

- At least 2 years' experience in a similar role.
- Experience of working within Internal audit*
- Experience of project/assignment based working.
- Experience of partnership working and dealing with both internal and external clients and stakeholders.
- Experience developing and using data analytics and AI to aid audit testing.
- Experience of producing summary reports to influence decision-making.
- Experience in the use of statistical methodologies for interpreting and understanding data sets.
- Experience in the use of customer related data and methodologies for interpreting and understanding data sets.*
- Experience in the development of systems for the inputting, storing and dissemination of information.
- Experience in the training and development of others in data analytics skills.
- Knowledge and experience specialist statistical software such as SPPS, Idea.*
- Experience of GIS systems and outputs, eg ArcGIS, Power BI.*

Essential knowledge, skills & abilities

- Highly competent analyst who can understand, interpret and present complex information quickly and accurately.
- Project and time management skills, including the ability to organise effectively, prioritise

work and meet deadlines.

- Ability to manage projects across organisations using influence where staff management arrangements are not formal.

- 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 size and composition.

- Highly numerate with skills in the analysis and interpretation of data.

- Ability to work independently, as well as a member of a team, and as a self-manager with high levels of motivation and a flexible approach to work.

- Ability to work accurately under pressure of various deadlines.

- Conscientious and proven team worker with the ability to engage with people at all levels.

- Extensive working knowledge of Microsoft Office – Excel, Access, Word and PowerPoint.

- Able to formally train and mentor other professional staff.

- An understanding of data security and confidentiality issues.

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.

- This is an essential car user post*
  You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive