

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	9BF	Role Title	Data Analyst (FTC 12 months or Secondment)
Grade	PS9	Reports to (role title)	Data and Analytics Manager
		Directorate/School	ORBIS
JE Band	314-370	Service/Department	Procurement
		Date Role Profile created	Apr-23

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>The post is part of the Data and Analytics team who are central in supporting the Procurement Service, Contract Management Advisory Service, senior managers, and partner organisations.</p> <p>The role holder will:</p> <p>Produce contract data analysis and visualisation using the corporate visualisation tools and dashboard technology (Excel, PowerPoint and Tableau)</p> <p>Work with stakeholders using internal systems, data, benchmarking and contract monitoring and performance reporting to aid the development and appraisal of current contracts.</p> <p>Enable intelligent management of internal and external services with partners to achieve the improvement of service and value for money.</p> <p>Contribute to the performance improvement and service development within Contract Management; by leading on the gathering, collating and contract monitoring information and data, and turning it into reports and presentations.</p> <p>Provide planned and ad hoc analyses from complex and multiple data sources.</p> <p>Identify opportunities for automation of data capturing, linking datasets and building data tables.</p> <p>Develop and maintain effective working relationships with internal colleagues and external stakeholders at all levels to facilitate information sharing and service improvement.</p>
<b>Work Context</b>	<p>This role works in the Procurement Service within Orbis, whose partner councils spend a total of £1.7bn a year on goods, works and services. The department provides high quality professional procurement, commercial, contracting and purchasing services to colleagues and customers both within, and beyond, the partner authorities.</p> <p>The Procurement Service has offices in the main locations of our partner authorities, and some flexibility and travel will be expected. Staff will be supported to operate in a flexible way to meet the needs of customers and work demands.</p>

<b>Line management responsibility</b>	No formal line management responsibility but would be expected to motivate, develop, and manage staff, within and outside line management, to achieve the objectives of specified projects, within a culture of continuously improving performance.
<b>Budget responsibility</b>	The post holder will report their resource utilisation to the budget holder to assist with budget/resource allocation.
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.</li> <li>• Analyse and make recommendations for improvement or development of existing systems, processes or policy.</li> </ul> <p>Service Delivery</p> <ul style="list-style-type: none"> <li>• Maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency and compliance.</li> <li>• Provide specialist/professional advice and recommendations within specific parameters to support informed decision making.</li> </ul> <p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Plan workloads and secure resources to enable the team/s to achieve a quality service.</li> <li>• Lead projects and reviews within a defined area of work as directed by their manager to support and enhance service delivery.</li> </ul> <p>Finance/Resource Management</p> <ul style="list-style-type: none"> <li>• May assist with budget/resource management in accordance with the organisation's policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.</li> </ul> <p>People Management</p> <ul style="list-style-type: none"> <li>• May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function.</li> <li>• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.</li> </ul> <p>And/Or</p> <ul style="list-style-type: none"> <li>• Operate as an individual responsible for the delivery of a high level/complex service.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To be responsible for ensuring health &amp; safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>

<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles.</li> <li>• Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines.</li> <li>• Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles).</li> <li>• Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management.</li> <li>• Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals.</li> <li>• Ability to understand, meet and exceed customer expectations.</li> <li>• Ability to work on own initiative, with solution focused problem solving skills.</li> <li>• Ability to manage a range of projects through to completion.</li> <li>• Previous practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Previous management experience including staff supervision, development and organisational skills (where appropriate).</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>Demonstrable experience of organising and manipulating large volumes of data, and the ability to identify emerging themes, trends and visualise them effectively.</p> <p>Knowledge/experience of building datasets and data tables.</p> <p>Evidence of continuous training and personal development.</p> <p>Evidence of excellent IT skills</p> <p>Ability to problem solve with stakeholders, and identify when to escalate unresolved problems to managers.</p> <p>Understanding of performance management and reporting</p> <p>Presentation skills and experience in delivery of presentations.</p>
<b>Role Summary</b>	<p>Roles at this level are often professionally qualified roles, specialists, or project officers providing advice and support to their customers, or lead and manage the work of larger teams. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will have a fair degree of autonomy and work closely with customers, staff, partners, third party agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and in improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems.</p>
<b>Reference Number</b>	<p style="text-align: center;"><b>BM-2023-182</b></p>