# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Data Manager (Data to Insight)

# Department: Children’s Services

# Grade: [Single Status 12](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Data to Insight Manager

# Responsible for:

# Purpose of the Role:

Data to Insight is a national service supporting local authority data professionals in councils around the country. This role will sit within the Data to Insight team hosted by East Sussex County Council. The team works with Local Authorities (Las) nationally in support of the management, analysis and collation of varied and complex data sets and data tools to ensure Data to Insight achieves the best possible outcomes for the local authorities it supports.

The Data Manager role is to work with LAs nationally in support of the management, analysis and collation of varied and complex data sets and data tools, to ensure Data to Insight achieves the best possible outcomes for the local authorities it supports via the projects it delivers. The role incorporates elements of data analysis, business intelligence tool development and maintenance, project management and leadership, and stakeholder management.

This role blends technical delivery challenges with collaboration management across a diverse partnership of local authorities. You will be instrumental in helping best practice develop and thrive within our community, and in maintaining data tools which local authorities rely on for critical data work within Children’s Services.

This is a role with national scope, hosted by East Sussex County Council to deliver Data to Insight’s mission to help local authorities make better use of data in Children’s services.

# Key tasks:

1. Lead on the analysis and interpretation of varied and complex information as part of a national project to introduce new standard data methods, collections, and analysis approaches for Children’s Services data. Working across nine regional groups and 152 local authorities with links to central government (Ofsted, DfE, MHCLG) and other local government bodies (LGA, ADCS).
2. Manage negotiations with partners (internal and external) to ensure that data standards serve all partners in improving their local services, and that information can be delivered in line with data collection schedules, programme governance meetings and partner reporting expectations.
3. Lead on the management of the project’s funding streams and spending plans, providing interpretation, advice and guidance on the operation and implementation of plans to support government policy and statutory requirements in relation to children’s services reporting and analysis. Adapt internal policies and procedures to ensure partners receive maximum benefit from Data to Insight, and help secure long term revenue.
4. Adapt, develop and design central databases and data tools for children’s services data management and analysis, ensuring data and functionality are kept up to date and within information sharing, data protection and policy arrangements across partnerships. Provide technical expertise and advice to partners and colleagues in line with Data to Insight’s wider toolkit and priorities.
5. Develop and coordinate processes with partners (internal and external) for auditing the quality of data and recording mechanisms to ensure they are accurate and comprehensive for reporting purposes.
6. Manage the collection and analyses of outcome information via regional partnerships or project partnerships, to help LAs measure performance, using complex qualitative and quantitative data collected from research, intelligence from services and complex data mining.
7. Provide high quality information, intelligence and analysis to inform the development of the Data to Insight programme and to ensure the programme’s governance groups and partners understand the performance of the programme and the local context, including some geographical analysis.
8. Manage officers assigned to the project within Data to Insight, and lead junior colleagues in other partner LAs through participation in cross-regional data development collaborations.
9. Work with colleagues in Children’s Services, other ESCC departments and partner organisations (internal and external) to ensure that the data management, collection and learning from Data to Insight informs other high-priority workstreams.
10. Communicate effectively with data leads in other local organisations, other Local Authorities and central Government to improve Data to Insight and inform the development of the national programme.
11. Support the Data to Insight Manager in the collection and analysis of detailed information about programme engagement and stakeholder attitudes, including the analysis of the financial benefit to stakeholders of specific initiatives.
12. Support the work of the Data to Insight to ensure that processes, projects and learning are joined up with other initiatives and drivers on the national stage, and to deputise for colleagues as appropriate.

# PERSON SPECIFICATION

# Essential education and qualifications

* [QCF Level 6](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) in a mathematical discipline or significant equivalent experience in a similar role.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Expertise in data analysis and the use of statistical techniques for children’s services or similar
* Able to communicate effectively to a range of audiences with a variety of skill levels, and to provide clear and concise presentation of statistical information.
* Knowledge of one or more programming languages for data analysis (e.g. T-SQL, Microsoft Access SQL, Excel VBA, Python, R, etc.)
* Ability to use MS Excel for analysis and presentation of data
* Business analysis skills to support partners in defining reporting and collection processes to meet their needs
* Financial modelling and budget management skills
* Negotiation and influencing skills
* Awareness of information governance and security in relation to data collection and sharing
* Understanding of the importance of maintaining confidentiality and the protection of sensitive data
* Knowledge of financial procedures linked to Government initiatives
* Experience of using a database reporting tool such as SQL server report builder, Business Objects or Crystal reports
* Experience of designing and developing data structures for storage and analysis of data about people (e.g. children’s services, case management, demographics)
* Extraction of data from information systems
* Experience of adapting, developing and designing a database or reporting system for the manipulation and analysis of data
* Experience of supporting and maintaining a database or reporting and analysis system
* Experience of matching and interrogating data in very large datasets (larger than can be done using MS Excel)
* Experience of providing interpretation, advice and guidance on the operation and implementation of regulations and statutory requirements
* Ability to manage own time effectively and balance competing demands
* Able to work under own initiative, making frequent decisions and exercising initiative without ready access to more senior officers, only seeking advice on policy or resource issues
* Able to adapt approach and delivery for a range of audiences, and to exercise tact and diplomacy
* Ability to pay attention to detail and accuracy while under pressure
* Ability to travel within the country

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Ability to develop specifications for data collection
* Formal IT or data analysis qualification(s)
* Understanding of children’s services policies, procedures, and performance analysis concepts and conventions
* Knowledge of the wider issues, priorities and current reforms surrounding local authorities and partner organisations
* Understanding of the requirements of the Freedom of Information Act
* Experience of data management in the public sector
* Experience with improving data quality, developing quality/exception reporting, carrying out manual and batch data cleaning
* Experience of handling sensitive, person identifiable data and applying appropriate levels of confidentiality

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |