# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**JOB TITLE**: Information Analyst

# DEPARTMENT: Children’s Services

# LOCATION: Lewes

# GRADE: East Sussex Single Status Grade 10

# RESPONSIBLE TO: Information Manager

# Purpose of the Role:

To provide research, statistical analysis and management information to promote improvement in children’s services

# Key tasks:

1. To take a lead role in the development and production of statistical analyses and management information for children’s services, including comparative performance information.
2. To be responsible for providing timely and accurate statistical and research information to inform strategic decisions.
3. Prepare statistical returns to government departments and other agencies.
4. Analyse and report on data, including the provision of data in useful, attractive and accessible format.
5. Develop and provide information for Children’s Services, including schools, the School Improvement Service, departmental managers and staff on setting targets, monitoring and evaluating performance, including local performance indicators and benchmarking information to agreed standards and timescales.
6. Assist with the preparation of data in support of inspections, the Council Plan, and other strategies and plans as necessary.
7. Produce statistical digests, summaries and bulletins of data and information published for schools, the department and the public.
8. Respond to ad hoc statistical enquiries from elected members, council officers, governors, school staff, parents and members of the public.
9. To support the Information Manager in defining system requirements, standards and protocols relating to the department’s information systems and management of data - and effectively communicate these to relevant internal & external staff.
10. Develop and share statistical and technical expertise in interrogating management information systems and data analysis and undertake professional development as necessary.
11. To apply consistently the principles of Equal Opportunities, as embodied in the County Council’s policies and practices throughout the duties outlined above.
12. Undertake any other tasks commensurate with the grading of the post.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Information Analyst

# GRADE: Single Status 10

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * High level of numeracy and good level of literacy * Expertise in data analysis and the use of standard statistical techniques * Ability to analyse and interpret complex statistical data * Attention to detail and accuracy * Confidence in communicating with staff at all levels * Organisational skills, taking personal responsibility for meeting targets, managing work priorities flexibly in order to meet changing circumstances and deadlines * Able to work under own initiative, actively seeking guidance from colleagues & other sources to solve problems |

# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage |
| * Microsoft Office applications   Skills in any of the following:   * VBA for Excel/Access * SQL * SQL query tools * business intelligence software (e.g. Tableau) * data workflow software (e.g. KNIME) * GIS mapping software * data analytics software (e.g. SPSS) |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Degree level qualification or equivalent training relevant to the post, either stand alone or as part of another qualification |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Degree level qualification or equivalent training relevant to the post, either stand alone or as part of another qualification |

# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of performance management in a local government context * An understanding of the key issues and priorities facing the East Sussex Children’s Services Authority * Knowledge of the wider issues, priorities & current reforms surrounding local authorities and local government |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of using Excel, VBA, and Data Analysis software. * Collection, management and statistical analysis of data * Extraction of data from information systems * Development of databases and spreadsheets for the manipulation and analysis of data * Clear & concise presentation of statistical information to colleagues with a range of numerical understanding * Providing guidance to management on the use of information * Providing project management support |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of delivering presentations and training |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Flexible and willing to adapt to change * Self-motivated and dependable * Effective team worker, able to share ideas and make best use of resources * Able to work calmly & accurately while under pressure, exercising tact and diplomacy with colleagues at all times * Understanding of the sensitivity of information, and ability to apply appropriate levels of confidentiality * Commitment to equal opportunities * Commitment to continuing professional development |

**Date (drawn up): June 2020**

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference: 11753**

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 |