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Role Profile

Job Title:	Data Analyst (Schools)	Grade:	10
Department:	Strategy, Performance and Intelligence	Post no:	45404
Directorate:	Chief Executives	Location:	Perceval House

Role reports to:	Principal Research and Statistics Officer
Direct Reports:	None
Indirect Reports:	Performance Data Apprentice, inductees, assigned temporary workers

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.

JOB DESCRIPTION

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post.

PURPOSE OF ROLE:

Across Strategy, Performance & Intelligence:

- To make a major contribution to the definition and development of data and systems to meet service objectives.

- To make a major contribution to the council's ability to use data to drive strategies and projects, identify priorities and evaluate outcomes and progress.

- To provide comprehensive data and analysis to define need, provide business analysis and determine performance improvement within the service, with a particular focus on school improvement and school place planning.

- To be responsible for the collection of accurate data and performance information to fulfil statutory obligations and corporate priorities, demonstrate performance against targets, define policy priorities, determine funding and support the efficient use of resources.

KEY ACCOUNTABILITIES:

- Be responsible for defining and developing data systems and reporting arrangements to meet business, operational and improvement objectives.

- Use specialist systems to interrogate and manipulate data.

- Develop and produce professional, high quality analyses (tables, graphs, maps, statistical reports) and summaries for senior management and other stakeholders.

- Advise senior managers/stakeholders on the interpretation of statistical information and provide expertise and training in the use of performance data, information databases and systems.

- Provide advice and guidance on performance measures, data and information, including interpreting and communicating changes to policy, procedure, legislation and statutory requirements.

- Be responsible for the collection, interpretation and presentation, both verbally and in written form, to management and project boards and other forums, of data in relation to council and service initiatives and projects.

- Be responsible for the quality assurance, analysis and reporting of timely and accurate management information, outcome and trend data and for providing accurate, timely management information reports to elected members and senior managers, to inform policy development and allocation of resources.

- Be responsible for producing and developing the council's comprehensive annual school reports package, which is a key element of Ealing Learning Partnership's data support service to schools.

- Interpret business, operational and legislative requirements, translate into technical data specifications and solutions and assist in the planning and implementation of data and systems configurations, including being responsible for maintaining, developing and implementing system changes to the council's school reports database.

- Have a full working knowledge of all aspects of key management information systems used in the role including the ability to run searches, queries and reports on data as required.

- Provide regular information relating to the performance against targets.

- Be responsible for the production of short and long term school roll projections and advising senior managers and members on future need for school places.

- Provide managers with data and written information reports as requested, including contributing to the development, monitoring and evaluation of plans and support bids for external funding.

- Support the collection, organisation and analysis of all forms of performance information, with the aim of improving quality and effectiveness.

- Be responsible for the completion and submission of statutory departmental returns and for ensuring deadlines are met and submissions are an accurate reflection of the services work and legislative requirements.

- Be responsible for the collection and submission of statutory data returns from nearly 100 state funded schools. Identify and communicate changing requirements, undertake data quality and accuracy checks, resolve errors and validation issues and submit accurate data to the department by statutory deadlines.

- Assist with setting up, implementing, monitoring and reviewing data collection and administrative systems associated with existing and new initiatives to meet the needs of the service.

- Be responsible for effective quality assurance processes with regards to inspections, audits and internal monitoring processes.

- Liaise and work collaboratively with computer system and software providers, support services and data staff across the council and other relevant organisations to maintain the flow of management information. In particular, manage the complex interface between council supported IT services, external software providers, the Department and Council's Senior Management Teams

- Originate, review and amend policy and procedure documents in the light of legislative changes and other developments.

- Undertake necessary action to support the implementation of the e-government agenda, the linking of systems and any other information technology developments.

- Attend, as required, training and courses to ensure that the post holder's knowledge of relevant systems and legislation is up to date.

- Represent the Council at external meetings, including cross borough forums and networks led by external stakeholders.

- Participate in multi-disciplinary working groups to develop specifications to facilitate system developments within the service.

- Be responsible for managing own workload, including: prioritising own work and work of the service as necessary to ensure deadlines (statutory and otherwise) are met; and working on own initiative.

- Ensure that data and systems for which the post holder is responsible comply with GDPR and maintain confidentiality of data at all times.

- Carry out all duties and responsibilities with due regard to the Council's Equalities & Diversity Policy, Health & Safety, Customer Care requirements and within all legislative, regulatory and departmental policies

- Liaise with other departmental staff, council officers and other agencies as and when required.

- Carry out other duties and responsibilities commensurate with grade in line with service priorities as required.

KEY PERFORMANCE INDICATORS:

- Delivery of Ealing Learning Partnership data support service.

- Timely, accurate submission of statutory data returns.

- Provision of management information and analysis to senior management teams, service heads and project boards to support statutory responsibilities and service improvement.

KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):

- Corporate and service leadership teams and Directors/senior managers.

- Ealing Learning Partnership.

- Head teachers, governors, school business managers, assessment coordinators, school administrators across nearly 100 state funded schools.

- Strategic, operational, programme and project leads.

- ICT support colleagues.

- Department for Education and other statutory/regulatory bodies.

AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):

- **People:** The post holder will supervise and co-ordinate a proportion of the workload of the Performance Data Apprentice.

- **Policy:** The post holder will provide information to help influence the development of key policy initiatives.

- **Financial:** None.

Person Specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES:

1. Excellent IT skills across a range of database and statistical applications, including Advanced MS Excel, MS Access, SQL, SPSS (or similar statistical software).

2. Advanced level analytical skills, understanding of quantitative analysis techniques, forecasting methodologies and the ability to research, understand and interpret written and statistical information.

3. Ability to interpret complex legislative and business requirements into technical system specifications and develop appropriate systems to support the requirements / changes and deliver the associated performance reporting.

4. Ability to think, plan and develop consistent processes for the improvement of management information and systems.

5. Ability to communicate effectively both orally and in writing, in particular to explain complex guidance and present the findings of research and analysis to a range of audiences, including at a senior level, through reports and presentations.

6. Ability to manage own workload and projects, organise and prioritise work, meet conflicting deadlines and targets and to work on own initiative

7. Ability to work as a member of a team and in close relationship with a wide range of colleagues including senior management, external stakeholders, project managers, ICT teams and third party suppliers

8. Capacity to learn new systems quickly and effectively and instruct others in the use of those systems

9. Knowledge of education policy and school accountability.

ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION

1. A degree or other relevant professional qualification and / or professional experience and evidence of relevant training and development

2. Substantial experience of working in data and analysis in a local authority or related field.

3. Experience of working with client level management information systems, within an education, social care or related field.

4. Experience of applying complex statistics and formulas to manipulate and analyse large scale data sets.

5. Experience of using computer software to produce high quality, sophisticated dashboards, charts, graphs and tables which present the results of statistical analyses of data in a clear manner for a range of audiences.

Values & Behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they'll do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards