![Ealing logo](www.ealing.gov.uk)

# Role Profile

| Job Title: | Data Analyst (Virtual School) **Full Time, Fixed Term 12 months** | Grade: | 10 |
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| Department: | Strategy, Performance and Intelligence | Post no: | 53618 |
| Directorate: | Chief Executive's | Location: | Perceval House |

| Role reports to: | Schools Performance and Intelligence Manager |
|---|---|
| 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 in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check.

**PURPOSE OF ROLE:**
**Across the Virtual School:**

- To work collaboratively with the Head of the Virtual School and Strategy, Performance and Intelligence teams to carry out key data duties.

- To identify the cohort of children who are known to social care and/or on a Children in Need or Child Protection Plan and once identified, to collate the data from various sources including Mosaic, Synergy, PowerBI into one data collection system.

- To define the data and systems required to meet the objectives for the Virtual School New Duties initiative including identifying any factors that have contributed towards this cohort of children having low attainment in school e.g. attendance, FSM.

- Responsibility for completing statutory, analytical and performance reporting for the Virtual Schools team to enable the LA to use this data to drive strategies, projects, identify priorities and evaluate progress.

- This includes developing and maintaining the performance management framework for the team which constitutes an annual report, monthly, termly and ad hoc reports and interactive dashboards as needed.

- Responsibility for the collection of accurate performance information to comply with the new duties' national evaluation requirements and DfE requirements; and in the longer term to demonstrate that the VS New Duties team are improving the attainment and progress at school and college of this cohort of children and young people to secure on going funding and support the efficient use of resources.

- Working as part of a team, this role will play a crucial part in monitoring the attendance and attainment of the social care cohort within LB Ealing identifying opportunities for improvements.

- The post will also support the newly formed team supporting children on the Edge of Care with data requirements that align with the remit of this post.

**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. Responsible for collating/matching data from various source and implementing new system/s as needed that combines all necessary data for required cohorts to provide holistic view of a child.

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

- Advise the Virtual School, 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 the Virtual School, 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 the Virtual School, Edge of Care team, elected members and senior managers, to inform policy development and allocation of resources.

- 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 (MOSAIC, Synergy etc.) used in the role including the ability to run searches, queries and reports on data as required.

- Provide regular information relating to Virtual School performance against targets.

- Provide the Virtual School, Edge of Care team, colleagues and 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.

- 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 Virtual School.

- Be responsible for effective quality of returns for the Virtual School national evaluation requests, other 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

- 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 Virtual School, Edge of Care team and performance 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:**

- Production and development of Virtual School and Edge of Care intelligence products including dashboards, analytical reports, performance measures and key indicators.

- Timely submission of performance data/information to the Head of Virtual School, Edge of Care team and any other boards or management teams as required.

- 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):**
- Virtual School Head, Edge of Care team, relevant corporate and service leadership teams and Directors/senior managers, schools and childrens service heads.

- Strategy Performance and Intelligence – Schools and children's teams.

- ICT support colleagues (including MOSAIC and Synergy) & Information Data Management Service.

- Other strategic, operational, programme and project leads as required.

- Headteachers, designated teachers for children with a social worker and data mangers in schools where Ealing children in care are placed.

- Department for Education and other statutory/regulatory bodies.

**AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):**

**People:** The post holder may be required to 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 possible requirement to obtain a Disclosure and Barring Service (DBS) check. (**Delete if not applicable).**

**In applying for this role, it is important that you should give evidence in your supporting document of your proven experience against the criteria set out below of the person specification.**

### ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

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

2. 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.

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

4. **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.

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

6. **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, internal ICT teams/colleagues and third party suppliers

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

8. **Knowledge of childrens social care, education policy and school accountability.

**ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION (e.g. HCPC)**

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, combine and analyse multiple large scale data sets – including developing systems to automate these processes.

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

| Improving lives for residents | Trustworthy | Collaborative | Innovative | Accountable |
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| • Is passionate about making Ealing a better place<br><br>• Can see and appreciate things from a resident point of view | • Does what they say they'll do on time<br><br>• Is open and honest<br><br>• Treats all people fairly | • Ambitious and confident in leading partnerships<br><br>• Offers to share knowledge and ideas<br><br>• Challenges constructively and respectfully | • Tries out ways to do things better, faster and for less cost<br><br>• Brings in ideas from outside to improve performance | • Encourages all stakeholders to participate in decision making<br><br>• Makes things happen<br><br>• Acts on feedback to |

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|---|---|---|---|---|
| • Understands what people want and need<br><br>• Encourages change to tackle underlying causes or issues | | listens to feedback<br><br>• Overcomes barriers to develop our outcomes for residents | • Takes calculated risks to improve outcomes<br><br>• Learns from mistakes and failures | improve performance<br><br>• Works to high standards |