

Job Description

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| Job Title | Junior Analyst |
| Department | Chamberlain's Department |
| Grade | D |
| Location | Guildhall |
| Responsible to | Head of Impact and Reporting |
| Responsible for | n/a |
| Appointed Candidate's Signature | <p><i>Please sign and date here upon receiving your offer of employment</i> I confirm I have read the Job Description below:</p> <p>Full Name:</p> <p>Signature Date:</p> |

Purpose of Post

The Data Analyst leads the design and provision of a wide range of reporting, project management and research services to senior management. The role is critical to support the central operations, management, budgets and governance across the Commercial, Change and Portfolio Delivery division.

Main Duties & Responsibilities

The main duties of the role are:

Provide research and data analysis services necessary to deliver services across the division and to meet corporate transparency obligations. This will include the provision of information for Freedom of Information requests and data protection issues and the publication of selected data online.

Analyse complex data sets and ensure its integrity including the interrogation and extraction of data from external and internal systems and databases.

Use data analysis to produce detailed, timely and accurate reports and information. Develop and agree tolerances, escalation triggers and investment gateways.

Lead the development of a suite of standard management reports including the design, provision and maintenance of reporting formats reporting to Committees and senior officer boards.

Work with stakeholders, including senior officers and Elected Members, to develop the governance and reporting structure including forward planning across all of the division's functions.

Work with the Commercial, Change and Portfolio Delivery division management team to develop key performance indicators, management intelligence and risk management strategies and agreed reporting cycles.



Taking responsibility for the management and update of the Divisional risk register on the corporate risk management system.

Manage an effective Committee reporting Gateway, holding report authors to account, ensuring reports are timely and of a high standard.

Understands, advises and supports colleagues to navigate the organisation's governance pathways.

Provide an effective secretariat function for a range of Board and forums established to support the continuous development of the Commercial, Change and Portfolio Delivery division.

Manages the division's internal intranet and external website ensuring information provided is up to date and accurate.

Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

To undertake any other duties that may reasonably be requested appropriate to the grade

Person Specification

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| Job Title | Junior Analyst |
| Department | Chamberlain's Department |
| Grade | D |
| Trent Position number | |
| DBS Criterion | No DBS |
| Security Vetting Criterion | No security vetting is required |
| Politically Restricted Post Criterion | This post is <i>not</i> politically restricted |

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application **(A)**, interview **(I)** or test **(T)** as indicated below.

Professional Qualifications / Relevant Education & Training

Relevant qualifications could include: **(A)**

Certificate in Data Analytics
PRINCE 2 Foundation/Practitioner
Managing Successful Programmes Foundation/Practitioner
PMI Project Management Professional

Experience Required

Experience of implementing governance reporting frameworks in a complex organisation **(A) (I)**

Experience of providing robust data analysis function responding to both cyclical and ad hoc demands working to tight deadlines and manage competing priorities **(A) (I)**

Experience of developing qualitative and quantitative performance measures in particular making use of public sector datasets and commercial market insight **(A) (I)**

Experience of reporting to formal Boards and Committees and communicating complex datasets to non-technical audiences. **(A) (I)**

Experience of effective partnership working achieving results through influencing others not in the direct management line **(A) (I)**

Technical Skills & Knowledge

Good knowledge of local government and wider public sector governance. **(A) (I)**

Ability to provide clear and timely advice and guidance to members and senior officers on key issues. **(A) (I)**

Ability to generate complex information and be able to explain it clearly to non-specialists. **(I) (T)**

Ability to identify, define and measure the potential impact of service risks. **(A) (I) (T)**

Ability to independently manage research and service improvement projects. **(A) (I) (T)**

Excellent knowledge of quantitative and qualitative research techniques. **(A) (I)**

Sound understanding of the principles of effective project and programme management. **(A) (I)**

Awareness of public procurement regulations and transparency reporting requirements. **(A) (I)**

Excellent research and analytical skills with ability to provide insight and advice to a range of stakeholders. **(A) (I)**

Ability to independently produce good quality formal reports using a clear and concise voice. **(A) (I)**

Excellent attention to detail to ensure data accuracy and to address any inconsistencies. **(A) (I)**

Effective communications skills with the ability to present reports in a clear and concise way. **(A) (I)**

Excellent communication skills with the ability to persuasively present ideas. **(I) (T)**

High-level proficiency in office applications, including Word, PowerPoint and Outlook. **(A) (I)**

Extensive knowledge of data visualisation tools such as Power BI. **(A) (I)**

Proven analytical and problem-solving capability (A) (I)

Proven planning and organising skills, able to prioritise a varied workload with a range of short and long-term deadlines. (A) (I)

Flexible and adaptable collaborative approach to service delivery and problem resolution (A) (I)

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a Permanent basis.

Salary

The salary range for this job is £41,360 - £46,050 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.



Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay



The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.