JOB DESCRIPTION

Post	Data Analyst – Maternity Cover – Fixed term – 1 Year
Reporting to	Head of APSE performance networks
Grade	Sc5 – SO2 (SCP 12- 28)
Post Purpose	To provide data and statistical analysis, assistance with research projects, coordinate data audits and prepare information ready for the creation of reports.

KEY RESPONSIBILITIES

1. To support local authorities in the data collection and error checking process.
2. To set up and maintain appropriate systems to produce benchmarking and performance reports.
3. Responsibility for data analysis and the delivery of accurate and timely performance indicator reports.
4. Work with key partners and organisations to produce data reports and analysis
5. Co-ordinate data audits
6. Responsible for the continuous development and improvement of the Performance Networks Service.
7. Ensuring the consideration of equality and diversity issues within all aspects of the position, but particularly in service planning, interacting with team members and customer care activities
8. Complying with the APSE's existing policies in relation to Investors in People (IIP), ISO 9001, ISO 27001 and ISO 14001 and any other quality frameworks adopted by APSE
9. APSE's National Council may specify other duties and responsibilities within the broad framework of this job description

KEY TASKS

1. Work with local authorities and other organisations to determine their data and performance measurement needs.
2. Create and develop data collection templates, forms and guidance notes.
3. Develop and maintain data and reporting systems to ensure suitable performance reports are created, containing the required and requested data.
4. Develop calculations, formulae, queries and systems to check data and produce reports.
5. Produce statistical analysis as requested, including both the qualitative and quantitative analysis of data.
6. Provide telephone, email and on-line assistance in relation to data and customer queries.
7. Work with the performance networks team to ensure customers have access to guidance, reports and the web portal.

8. Co-ordinate detailed data error checking and validation.

9. Create ad hoc reports and tables as requested.

10. Assist with research projects as required, including questionnaire design, analysis and report/publication writing.

11. Attend necessary meetings and seminars, providing data and other relevant information as required.

12. Work with suppliers, consultants and partners to ensure the effective delivery of the service.

13. Manage and assist in projects as required by the Head of Performance Networks.

14. Support the implementation of APSE's Business Plan and associated Service Development Plans.