EASTSUFFOLK
C O U N C I L

Job Title:	Senior Data Analyst
Service Area:	Digital & Programme Management
Team:	Business Solutions
Salary:	Band 9 (subject to evaluation)

JOB DESCRIPTION

Main Purpose of Job:

To lead a team providing data analytics and reporting services delivering business insight and informing decision making across the whole organisation. To support the development of information business systems which best meet the Council's data management ambitions. To deliver directly against priority **P17 Effective Use of Data** within the strategic plan enabling East Suffolk to be a truly data-led authority.

Our Values:

You will be expected to work in line with our values which are:

Proud - Believing in who we are, what we do and where we live

Dynamic - Transforming the future with you in mind

Truthful - Honest and clear in all we do

Good Value - Delivering outstanding services, smartly & economically

United - Whoever we work with, we work as one team

Key Responsibilities:

1. To be responsible for the **day-to-day line management of Data Analyst(s),** including recruitment, development, performance management and support. Including providing steer and mentoring as necessary in undertaking agreed data-led projects authority-wide.
2. **Develop and deliver data analytical services** and methodologies utilising the most appropriate techniques such as data mining, forecasting and modelling, which identify and predict trends and patterns in data and address key business challenges.
3. **Delivery of analytical products, reports, infographics, dashboards, presentations, numerical and statistical analysis**, using operational,

performance and strategic data presented in accessible ways to a wide audience including senior managers and members.

4. **Support development of system and data architecture** so that data management activities (classification, reporting, storage, archiving, retrieval, destruction) are in line with local and national information security and quality standards, policies and procedures.

5. **Lead the data-led services programme** involving a variety of corporate projects to ascertain the best use of data to inform business decisions and service delivery, including the development and specification of data-led business systems, to suit business needs and deliver to strategic plans.

6. Liaise with external suppliers, partner organisations and industry groups to **ensure data sharing opportunities are fully optimised, lawful and data systems are developed** to best practice.

7. Joining up and analysing data from multiple sources, both internal and external, to **enable the authority to be data-led in its decision making and operational management of services**, working with managers at all levels of the authority to provide insight to their services, working to the principles of our data-led services programme.

8. To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.

9. To promote and adhere to the workplace values of our organisation.

Line Manager:	Head of Digital and Programme Management
Responsible for:	Data Analyst(s)
Contacts:	All staff, suppliers/contractors, partners and other agencies, Members.

Political Restriction:

This post is not politically restricted.

Note: This is a description of the job as it is constituted at **February 2022** but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Council's aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.

PERSON SPECIFICATION

	Essential	Desirable
Knowledge and Experience	• An understanding of SQL and SSRS. • An understanding of data warehousing or other mass data storage methods • **Data management**. Understanding of data governance and how it works in relation to other organisational governance structures. Ability to participate in or deliver the assurance of a data service. • **Proven IT and mathematical skills**. Knowledge and experience in the application of IT and mathematics to produce solutions. • **Project management skills**. Knowledge and experience in the application of project management methodologies. • **An understanding of Data Protection regulations.**	• Experience of leading a small team
Skills and Abilities:	• **Analytical and problem-solving skills**. A wide range of analysis and synthesis techniques and continual assurance, improving and innovating practices to generate clear and valuable findings. • **Communication skills**. Able to mediate between people and build relationships, communicating with stakeholders at all levels. Ability to manage stakeholder expectations and facilitate discussions across high risk and complexity or under constrained timescales. Able to speak on behalf of or represent the organisation to	

	audiences inside and outside of local government.	
	• **Data modelling, data cleansing, and data enrichment skills**. Production of data models and understanding of where to use different types of data models. Use of different tools and comparison between different data models. Ability to reverse-engineer a data model from a live system. Understanding of industry-recognised data-modelling patterns and standards.	
	• **Data visualisation**. Ability to use the most appropriate medium to visualise data to tell compelling and actionable stories relevant for business goals. Ability to present, communicate and disseminate data appropriately and with high impact.	
	• **Logical and creative thinking skills**. Ability to anticipate problems and know how to prevent them. An understanding of how problems fit into the larger picture. Ability to describe problems and help others to do the same. Build problem-solving capabilities in others.	
	• Generation of ideas, methods, tools and leading or guiding others in best-practice use.	
	• **Quality assurance, validation and data linkage abilities**. A deep understanding of relevant data sources, tools and systems. Use appropriate approaches for verifying and validating data and analysis.	
	• The ability to influence senior stakeholders in data	

	approaches and the ability to coach and mentor others. • **Statistical methods and data analysis skills**. Understanding, mentoring and supervising a wide range of practices. Apply theory to practical situations. • Expertise in use of data modelling and reporting packages with ability to analyse large datasets • Advanced MS Excel (including Power Query), PowerBI, SQL Server, MS Access, MySQL or other RDMS • Excellent data visualisation and reporting skills • Strong verbal and written communication skills, able to create recommendations and reports for both technical and business audiences • An analytical mind and strong problem-solving skills • High level of literacy, numeracy, accuracy and attention to detail. • Ability to use and act on initiative. • Excellent interpersonal skills • Excellent organisational skills, able to prioritise work and meet deadlines • Critical analysis and logical decision-making skills. • Ability to challenge and improve current working practices. • Ability to help to transform the way we work. • Diplomacy, tact and negotiation skills.	
Education and Training **(including on-the-job training)**	• Degree-level qualification in data analytics / statistics or related subject or equivalent relevant experience in this field	• GIS related qualification or training • Appropriate qualifications/ training in use of analytical software and tools

Other Requirements:	• A commitment to own development and to supporting training and development initiatives. • Infrequent Travel – We positively encourage the use of technology to communicate and engage, but on occasions, there may be a requirement for you to travel using reasonable and suitable means available to you and agreed by the authority. • Flexible and willing to work outside of normal working hours if needed. • Promote positive communication across the organisation, encourage constructive relationships and transformation of the way we work. • A positive approach to change. • Committed to data quality. • Requirement to work across East Suffolk sites or remotely as appropriate.	