

Job Description and Person Specification

BI & Insight Analyst

Job Details	
Grade	GRD6
Service	Performance Data & Continuous Imprvmn
Location	City Wide
Job Evaluation Code	A6147

About Coventry City Council
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
Purpose: Serve as an analyst, focusing on intelligence performance reporting and insights. Facilitate better data understanding through linkages, modelling, and visualisation. Collaborate with services to provide insights, aiding decisions to enhance performance. Determine reporting requirements based on service needs and end-use. Enable users to optimise data utilisation. Develop specifications by connecting to data sources, third-party tools, or platforms. Create data models for effective structuring and manipulation. Produce reports with charts, tables, or maps to visualise performance, support decisions, and inform planning or actions.

Main Duties & Key Accountabilities

Undertaking a variety of performance reporting across Council activities, utilising analytical tools and creating reports and charts with analysis and insights.

Identifying, gathering, preparing, and using high-quality data from various sources, including education and social care systems within the council. Incorporating other county-held datasets, regional and national datasets, and published data such as health, community safety, waste, demographics, housing, and employment when required.

Incorporating feedback from key users, including directors, service leads, policy stakeholders, partners, and boards, to shape objectives, scope, and deliverables of analyses.

Validating analysis and reporting outputs, ensuring that analyses are accurate and meet best practice standards.

Developing a knowledge of the wide range of datasets and sources, including their strengths and limitations, and their ability to meet analytical objectives.

Collaborating on projects and data returns under supervision of Senior BI Analyst while contributing to the creation of impactful intelligence outputs. Supporting services, strategic leads, and partners in achieving objectives and making informed decisions using the best available evidence. Documenting methodologies thoroughly and ensuring all data are properly referenced.

Applying specialised and technical skills while leveraging numeracy to analyse and interpret complex statistical data and identify local trends and contextual priorities.

Producing and developing reports and analytical products like dashboards, maps, presentations, and tools, while incorporating feedback from users when possible.

Advising users on interpreting analysis quality and findings, deriving insights, and providing recommendations when appropriate to inform strategic and operational decisions.

Summarising and presenting sometimes complex data analysis to a range of audiences, using the most appropriate dissemination and communication to inform decision making.

Promoting the use of evidence-based decision-making in the Council and with key partners and partnerships.

Sharing skills, promote intelligence work and develop the ability of other staff members, including through training, to access quality information directly.

Looking to continuously improve performance and data reporting making recommendations to the Senior BI and Insight Analyst

Staying informed about national and regional data developments and advising on their potential impact

on the team, council, and other organisations.

Key Relationships

External:	Partners and Industry/Economy Sector leads • Local Government networks and think tanks. • LGA and Solace • Central Government • Combined Authority
Internal:	• Service Leads across the Council • Digital Services • Transformation and Change team. • All council teams

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

N/A

Person Specification

Requirements

Knowledge	Knowledge of performance and reporting frameworks used in local authorities.
	Knowledge of reporting and data systems Knowledge
	Highly competent user of Microsoft Excel and the ability to produce data visualisations, such as Power BI reports. Good Knowledge of other Microsoft packages. Knowledge of SQL
	An understanding of data security and

	confidentiality issues.
Skills And Ability	Analytical and decision-making abilities: capable of evaluating complex matters, applying critical judgement, and identifying practical solutions through forward-thinking and assessing alternatives.
	Excellent organisational skills to meet deadlines in the face of competing priorities.
	Proficiency in information technology: capable of using various software tools, including MS Office, to inform service planning and improvement aligned with strategic priorities.
	Able to collaborate effectively with internal and external stakeholders to achieve broader goals and provide guidance for planning based on optimal choices.
	Interpersonal and influencing skills: capable of building rapport, maintaining engagement, and negotiating with various parties to secure support for complex decisions.
	Skills to communicate complex matters in difficult situations, requiring persuasion and influence.
	Able to take a lead in understanding and improving processes, procedures, data quality and performance.
Experience	Ability to demonstrate relevant experience in a similar role
	Previous experience in a Local Authority
Qualification	A Degree(or equivalent) in relevant or Significant vocational experience, demonstrating development through involvement in a series of progressively more demanding relevant roles.