



Coventry City Council

Job Description

Job Title:	Senior Job/Data Analyst	Job Number:	
Service:	Human Resources	Grade:	6
Location:	Flexible		

Job Purpose:

To analyse and evaluate jobs in accordance with the agreed NJC Job Evaluation Scheme and ensure the computerised Gauge System is kept maintained and accurate at all times. To provide a statistical analysis of JE performance indicators on a regular basis. To support the Job Evaluation Panel in the analysis of jobs, for job matching, re-grading and departmental restructures.

Main Duties and Responsibilities:

- To have a thorough understanding of the NJC Job Evaluation Scheme and computerised software to provide advice and guidance to all parties and to ensure efficient, secure and effective use of the system.
- Conduct effective job evaluation and research within the performance standards.
- Derive information from agreed sources for evaluation, conduct further fact finding/investigation as necessary.
- Verify and collate job details with managers, Headteachers/Administrative officers, supervisors, Trade Union Representatives and employees in accordance with the agreed process.
- Conduct meetings, develop and promote positive and professional relationship with the parties concerned to gather accurate detailed information for analysis of jobs using the software as required.
- Support the maintenance and development of the Council's JE systems and workflow processes in order to improve and respond to change.
- Work with colleagues to support the introduction, development and implementation of job families across the Council.
- Organise own workload within the performance standards set and the timescales set.
- Maintain the computerised database in an accurate, timely and efficient manner.
- Produce reports, information and findings on pay and benefits for colleagues as required.
- To support the Job Evaluation Panel in the analysis of jobs and any potential restructures. Also to undertake job matching and re-grading requests.
- Attend regular weekly meetings with the JE Operational team and any other teams in order to agree JE actions and ensure a consistent approach to procedures.
- To contribute to any other statistical analysis as required by the wider HR Service
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: JE Technical Lead

Date Reviewed: August 2020

Updated:



Coventry City Council

Person Specification

Job Title:	Senior Job/ Data Analyst	Job Number:	
Service:	Human Resources	Grade:	
Location:	Flexible		

Area	Description
------	-------------

Knowledge:	• Knowledge of the NJC Job Evaluation Scheme
	• Evaluating jobs, job design and organisational restructures
	• Equality and basic knowledge of Equal Pay legislation

Skills and Abilities:	• Highly developed interpersonal skills
	• Good oral, listening, presentational and written communication skills
	• Interpretation of complex data and reports
	• To make use of a database, both input and extraction of information
	• Plan and organise own workload to meet targets on time
	• Ability to be focused and motivated, good time management skills
	• Accurate and efficient maintenance of data
	• Computer databases and Microsoft software applications e.g. Word, Excel and Access

Experience:	• Obtaining, analysing and interpreting numerical and qualitative data
	• Sorting information and extracting relevant data from source documents
	• Human Resources or related work
	• Promoting equality in employment and or service delivery
	• Providing training, giving presentations
	• Communicating with a range of audiences
	• Conducting interviews as part of the JE process and dealing within any contentious issues that could arise.
	• Conducting meetings and resolving difference
	• Working in partnership with Trade Unions
	• Analysing and checking information for accuracy and highlighting discrepancies
	• Of working in a systematic manner
	• Researching and presenting statistical data
	• Supporting establishing and creating job families data as a result of pay modelling

Educational:

- HR Qualification or relevant qualification which would provide a thorough understanding of the role