



Coventry City Council

Job Description

Job Title:	Analyst (Test & Trace)	Job Number:	P1506D
Directorate:	One Coventry	Post Number:	1037254, 1037255
Service:	Public Health, Insight, and Migration	Grade:	5
Location:	One Friargate, Coventry CV1 2GN		

Our values:

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.

Job Purpose:

To collect, analyse, interpret, and present research and analyses to support the city and sub-region's response to manage the coronavirus pandemic.

Main Duties and Responsibilities:

- Support the Insight team in providing quantitative and qualitative analysis, consultation and support to deliver key services and developments including programs or projects or priority areas of work as set out in the team plan.
- Interpret and present a range of complex information in creative, interesting, stimulating, and engaging ways.
- Summarise data, evidence, and research in succinct, clear, and timely ways to support decision-making, strategy development and service redesign.
- Use and promote the use of statistical analysis, data modelling, quantitative and qualitative research methodologies.
- Analyse complex trends in population health, service provision and demographic change, involving a range of interdependent factors to predict future trends, service needs and opportunities for local communities.
- Develop timely, robust, and relevant understanding of key issues, providing interpretation of the strength of existing evidence.
- Build upon the Coventry citywide intelligence hub (data hub), Let's Talk Coventry (engagement hub) and performance hub platforms to help managers commission and provide services to meet local demand.
- Facilitate an evidence-based learning culture across the One Coventry partnership.
- Support and contribute to matrix working.
- 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 interfere with intentionally or recklessly 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: Apprentices, placements, and interns

Responsible to: Insight Development Manager, senior analysts

Date Reviewed: October 2021

Updated: March 2020



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Knowledge and understanding of qualitative and quantitative research methods, data analysis and modelling• Data protection (General Data Protection Regulation) and Freedom of Information legislative framework
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Skills and Abilities:	<ul style="list-style-type: none">• Excellent numeracy skills• The ability to write clearly and communicate complex data to different audiences using a variety of techniques• Presentation skills• Excellent ICT skills• Highly self-motivated• Excellent interpersonal and team-working skills• Qualitative and quantitative research skills
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Experience:	<ul style="list-style-type: none">• Analysing qualitative and quantitative data• Writing reports for different audiences• Prioritising work, managing time and working under pressure to deliver to deadlines• Working with multiple organisations and people at all levels of an organisation• Working in project teams and/or matrix working
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Educational:	<ul style="list-style-type: none">• First degree in social sciences, science, or equivalent experience
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Special Requirements:	<ul style="list-style-type: none">• Ability to be co-located with other directorate or partner organisation, depending on needs of specific projects
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Date Reviewed: October 2021

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