Job Description and Person Specification

Role: West Midlands RIIA Analyst

Job Description

Job Title	West Midlands RIIA Analyst
Grade	6
Service	Commissioning and Partnerships, Children's Services
Reports to	West Midlands Analyst
Location	Friargate Coventry
Job Evaluation Code	R763533441

About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:

About the Service your team will provide

Purpose of the role

To work as a regional business insight and intelligence analyst, taking a lead on specific intelligence performance reporting and insights. To support the West Midlands Commissioning Hub and regional partners to better understand its data through enabling data linkages, modelling and visualisation. You will work closely with relevant services in Local Authorities and Trusts across the West Midlands to provide intelligence and insight to make decisions to improve and strengthen their performance.

To ascertain end reporting requirements from the Commissioning Hub and West Midlands Local Authorities, based on the needs and utilisation of the end report, product, or analytical/visualisation application. Consider how we can enable the user to best maximise the data.

To develop specifications based on the Hub's reporting requirements and connecting to data sources, third-party software and/or data platforms to obtain the required data.

To develop data models to enable the efficient and effective structuring and manipulation of the sourced data.

To produce reports that will visualise the data using for example, charts, tables and/or maps, to meet the specification to understand service performance and to make decisions and take required actions or create planning.

Main Duties & Key Accountabilities

Core Knowledge

Undertake a range of performance reporting as required for the West Midlands Regional Improvement and Innovation Alliance, and West Midlands Local Authorities and Trusts, using analytical tools and producing agreed reporting and charts with analysis and insight to support.

Identify, gather, prepare and use high-quality data from a range of data sources, including (but not limited to) council's education and social care systems, other council-held datasets, associated regional and national datasets, and, if needed, published datasets including health, community safety, waste and recycling, demographics, housing and employment

Use feedback from key users such as directors, service heads, policy leads, partners and partnership boards to shape, develop and refine the specific objectives, scope and deliverables of analyses and reporting.

Quality assure the analysis and reporting outputs, ensuring that analyses are accurate and meet best-practice standards.

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

Work on projects and data returns under guidance of West Midlands Analyst and work with West Midlands Analyst on the production of significant pieces of intelligence that enable services, strategic leads and partners to deliver their objectives and make informed decisions based on the best available evidence, documenting methodology and ensuring that data are fully referenced.

Apply specialised and technical skills, and a high level of numeracy, to create, analyse and interpret highly complex statistical data and the identification of local trends and contextual issues relating to partnership objectives and priorities.

Produce and develop or support the development of reports and other analytical products such as webpages, dashboards, spreadsheets, maps, presentations, infographics and other tools, seeking and incorporating user feedback where possible.

Present analysis, insights and recommendations clearly and confidently to colleagues, and have an impact on decision-making.

Advise users on the interpretation and the quality of the analysis and findings, drawing conclusions and making recommendations where appropriate Derive meaningful insights and powerful narratives from complex data to shape strategic and operational recommendations.

Summarise and present sometimes complex data analysis to a range of audiences, using the most appropriate dissemination and communication.

Actively promote the use of evidence-based decision-making for West Midlands Local Authorities and Trusts and other key partners.

Share skills, promote intelligence work and develop the ability of other staff members, including through training, to access quality information directly. Actively look to continuously improve performance and data reporting making recommendations to the Senior Analyst

Keep up to date with national and regional data and research developments and advise on how these could affect the work of the team, the council and other agencies.

Any other duties consistent with the role and service requirements.

Key relationships

External	Internal
May be via direction from the Lead role however interfaces could be: West Midlands Councils and Trusts West Midlands Programme Office and WM ADCS network Other Local Authorities and Trusts outside of the West Midlands LGA and other Local Government networks and think tanks. Central Government West Midlands Combined Authority	Coventry Children's Services 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.

Smoke Free
The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training
The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:
none

Person specification

Job Evaluation Code	

Knowledge

- Knowledge of performance and reporting frameworks used in local authorities.

- Knowledge of reporting and data systems

- 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 Abilities

- Analysis and decision-making skills: the ability to analyse and interpret complex issues and exercise critical judgement in arriving at practical solutions; and the ability to look ahead, assess options and advise others to make plans based on the best options and to work closely with others to secure wider objectives.

- Technical knowledge: the ability to develop and implement service evaluation and improvement plans in line with strategic priorities.

- Partnership working skills: The ability to form, maintain and enhance partnership working with internal and external stakeholders, networks, and communities to build consensus around key projects.

- Information technology skills: the ability to use a range of information technology packages, including MS Office, including an understanding of using IT to improve business reporting and performance management.

- Interpersonal and influencing skills: the ability to build rapport and maintain the engagement and commitment of others and to negotiate with a range of parties to secure their support in implementing difficult decisions.

- Skills to communicate complex matters in difficult situations, requiring persuasion and influence.

- Excellent organisational skills to meet deadlines in the face of competing priorities.

- Able to take a lead in understanding and improving processes, procedures, data quality and performance.

- Team working skills: the ability to work effectively with others both within and beyond traditional organisational boundaries and contribute effectively to meeting team objectives.

Experience		
• Ability to demonstrate relevant experience in a similar role • Previous experience in a Local Authority		
Qualifications		
Degree qualified (or equivalent) in relevant or Significant vocational experience, demonstrating development through involvement in a series of progressively more demanding relevant roles.		
Special Requirements		

Date Created	March 2025	**Date Reviewed**	