

Job Description and Person Specification



Job Description

Job Title	Data Analyst
Grade	G5
Service	Early Help and Protection
Reports to	Performance and Improvement Manager
Location	Coventry Citywide post
Job Evaluation Code	



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 / Output

Under the supervision of the Performance & Improvement Manager, the post holder will collate, process, produce and interpret statistical information for the Supporting Families Programme, which sits within Early Help & Protection service.

Main Duties & Key Accountabilities

Core Knowledge

- Collect, verify, analyse and update a variety of statistical records for performance monitoring, planning and review purposes within the People Directorate, utilising appropriate software packages and programmes.
- Interpret and present data and statistical information, as directed, so as to ensure its widest understanding and use in informing decision-making, monitoring and review of services for children and Supporting Families programme in Coventry.
- Complete and verify statistical returns required by external organisations, including the Supporting Families Payment by Results process and other data requirement of the Supporting Families Programme.
- Undertake special research projects as directed.
- Carry out background quantitative and qualitative research and information collection to support specific projects.
- Respond to information requests received by the section from members of the public and City Council employees and refer them to the appropriate officer within the department or gather relevant information as appropriate.
- Liaise with staff in all divisions of the Directorate as appropriate.
- Liaise with managers of service establishments, as appropriate, concerning the collection of data and dissemination of analysis.
- Work collaboratively with team colleagues to identify and develop computer applications for the processing and production of information.
- The post holder will be responsible and accountable for carrying out the duties and responsibilities of the post with due regard to the City Council's Equal Opportunities Policy, Race Awareness Strategy, Health and Safety requirements and the Data Protection Act.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Children's Social Care Teams Family Hubs Early Help Coventry Insight Team	Internal Schools Health Services DWP Other LA's
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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:

N/A

Person specification

Job Evaluation Code	
Knowledge	
<ul style="list-style-type: none"> • Of IT and its uses in data analytics including programmes such as excel, power bi and other such software applications 	
<ul style="list-style-type: none"> • Of the day-to-day management of IT systems and recourses 	
<ul style="list-style-type: none"> • Of methods of statistical research and analysis 	
Skills and Abilities	
<ul style="list-style-type: none"> • Create and design spreadsheets and databases using software applications such as excel and power bi 	
<ul style="list-style-type: none"> • Analyse data appropriately and effectively 	
<ul style="list-style-type: none"> • Summarise clearly in writing and diagrams the key findings of any particular analysis 	
<ul style="list-style-type: none"> • Organise workload in a methodical manner and meet set deadlines 	
<ul style="list-style-type: none"> • Prioritise and manage time effectively 	
<ul style="list-style-type: none"> • Work as a member of a team with minimum supervision 	
<ul style="list-style-type: none"> • Ability to use a range of ICT systems to record and present information 	
Experience	
<ul style="list-style-type: none"> • Working with databases and spreadsheets 	
<ul style="list-style-type: none"> • Analysing statistical data and summarising the results accurately and appropriately 	
<ul style="list-style-type: none"> • Using information and data to demonstrate outcomes/ progress against targets 	
Qualifications	
<ul style="list-style-type: none"> • Degree or equivalent qualifications or relevant experience 	

Special Requirements
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	November 2022	Date Reviewed	
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