



Coventry City Council

## Job Description

<b>Job Title:</b>	Analyst	<b>Job Number:</b>	P1506D
<b>Service:</b>	Public Health and Insight	<b>Grade:</b>	5
<b>Location:</b>	One Friargate		

### Job Purpose:

To support decision making and the improvement of outcomes by delivering of insight, analysis and intelligence to drive change, ensuring that this is supported by robust quantitative and/or qualitative data.

### Main Duties and Responsibilities:

- Support the Performance Manager /Insight Manager/Senior Analyst in the provision of analytic (quantitative/qualitative) support to deliver key Insight team programmes and projects or priority areas of work identified in the Insight Team Business Plan.
- Interpret and present a range of complex information in a creative, interesting and stimulating way to engage services, partnership/project boards and key decision makers and make information accessible to the public.
- Summarise existing local, regional or national data/ evidence/ research in a succinct, clear and timely way to support decision-making, strategy development and service redesign.
- Use techniques in statistical analysis and modelling and /or qualitative research methodologies, and to develop the use of these techniques across the organisation.
- Analyse complex trends in 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.
- Support the development of tools to facilitate commissioners in understanding future needs.
- Facilitate a culture of learning and development in evidence led practice across partners in the city.
- Provide subject specific knowledge for the Insight team in one or more of the following theme areas: health, social care.

### Managerial Responsibilities

- Supporting and contributing to matrix working across the directorate by communicating effectively with other members of the directorate, Council and other partners.
- Any other duties and responsibilities within the range of the salary grade.

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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:**

**Responsible to:** Performance Manager / Insight Manager / Senior Analyst

**Date Reviewed:** September 2020

**Updated:** September 2020



Coventry City Council

## Person Specification

<b>Job Title:</b>	Analyst	<b>Job Number:</b> P1506D
<b>Service:</b>	Public Health and Insight	<b>Grade:</b> 5
<b>Location:</b>	One Friargate	

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of qualitative and/ or quantitative methods and data analysis</li> </ul>
	<ul style="list-style-type: none"> <li>• Legislation regarding data protection and Freedom of Information</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy skills</li> </ul>
	<ul style="list-style-type: none"> <li>• The ability to write clearly and communicate complex data to different audiences using a variety of techniques</li> </ul>
	<ul style="list-style-type: none"> <li>• Presentation skills</li> </ul>
	<ul style="list-style-type: none"> <li>• Excellent IT skills</li> </ul>
	<ul style="list-style-type: none"> <li>• Highly self-motivated</li> </ul>
	<ul style="list-style-type: none"> <li>• Excellent team working skills</li> </ul>
	<ul style="list-style-type: none"> <li>• Qualitative and quantitative research skills</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Analysing qualitative and/or quantitative data</li> </ul>
	<ul style="list-style-type: none"> <li>• Writing reports for different audiences</li> </ul>
	<ul style="list-style-type: none"> <li>• Prioritising work, managing time and working under pressure to deliver to deadlines</li> </ul>
	<ul style="list-style-type: none"> <li>• Working with multiple organisations</li> </ul>
	<ul style="list-style-type: none"> <li>• Working in project teams and/or matrix working</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• First degree in social sciences, science, or equivalent experience</li> </ul>
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**Special Requirements:**

- Ability to be co-located with other directorate or partner organisation, depending on needs of specific projects

**Date Reviewed:** September 2020

**Updated:** September 2020