

Job Description and Person Specification



Job Description

Job Title	Analyst
Grade	5
Service	Public Health, Insight & Migration
Reports to	Senior Analyst
Location	One Friargate
Job Evaluation Code	P1506D



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 direction of the Senior Analyst – The analyst will 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 & Key Accountabilities

Core Knowledge

- 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
- Supporting and contributing to matrix working across the directorate by communicating effectively with other members of the directorate, Council and other partners.
- Where appropriate, represent and deputise for the Senior Analyst on specific issues.
- Any other duties and responsibilities within the range of the salary grade.

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

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Knowledge	
Knowledge and understanding of qualitative and/ or quantitative methods and data analysis	
Legislation regarding data protection and Freedom of Information	
Skills and Abilities	
Excellent numeracy skills	
The ability to write clearly and communicate complex data to different audiences using a variety of techniques	
Presentation skills	
Excellent IT skills, such as Microsoft Excel, SQL, SSRS and PowerBI	
Highly self-motivated	
Excellent team working skills	
Qualitative and quantitative research skills	
Experience	
Analysing qualitative and/or quantitative data	
Writing reports for different audiences	
Prioritising work, managing time and working under pressure to deliver to deadlines	
Working with multiple organisations	
Working in project teams and/or matrix working	
Qualifications	
First degree in social sciences, science, or equivalent experience	

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

Date Created	December 2022	Date Reviewed	December 2022
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