

Intelligence and Analysis Officer Grade 8

Our Vision

An innovative, ambitious and and sustainable county, where everyone has the opportunity to prosper, b Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious We are ambitious for our communities and citizens.
 our challenges and are prepared to make
 courageous decisions.
- Empowering We empower and support our people by giving them the opportunity to do their jobs well.

Directorate Purpose

The Children and Families (C&F) Directorate leads our council's statutory responsibilities for children and young people's education, care, and wellbeing. We use a 'whole system' approach to ensure the right mix of support from professionals, the voluntary sector, communities, families, and friends enable children, young people and their families can reach their full potential.

The vision for Children and Families is to create one system, that places children and their families at the heart of all we do. Where support is required for some families, access to this will be local, accessible, make a difference and specialisms will work to enhance those offers.

Service Purpose



The Improvement, Performance and Engagement Team (IPET) is a multidisciplinary team whose purpose is to turn information into intelligence to improve outcomes for children and families.

Role purpose:

Our Intelligence and Analysis Officers deliver high-quality intelligence and analysis support to colleagues and managers across the Children and Families system to improve the outcomes of children, young people and families.

The post holder will analyse quantitative and qualitative information and create intelligence for stakeholders to proactively inform service development and delivery across Children and Families to achieve our one-system vision.

Reporting Relationships

Responsible to: Intelligence & Analysis Manager

Responsible for: Intelligence & Analysis Assistant

Key Accountabilities:

- 1. Contribute to the work of the Intelligence, Performance and Engagement Team through working collaboratively and constructively with colleagues to share good practice and corporate and directorate priorities.
- 2. Delegate suitable work to the Intelligence and analysis Assistants, supervise its completion and support their development.
- 3. Develop and deliver self-service reporting and analysis for a specified area of the business; share findings for inclusion in directorate reports.
- 4. Prepare national/local quarterly/annual statistical returns and analysis, highlighting areas of risk or improvements required to capture the information in the most efficient ways.
- 5. Co-ordinate, interpret and analyse quantitative and qualitative data from a range of areas identified through performance monitoring and performance management reports to feed into service improvement and development of practice.



- 6. Work collaboratively across the Children and Families system and with ICT colleagues to ensure that data systems and processes provide GDPR compliant, intelligence led management and performance reports that are based on regional, national and local directives.
- 7. Establish regular monitoring of data quality and recording standards across the System to improve accuracy and timeliness and maintain an intelligence led system.
- 8. Work with ICT, and other data professionals to implement technical solutions that support efficient and effective reporting processes, making use of the latest available technology in order to create business efficiencies whilst ensuring ease of access and good engagement with the service.
- 9. Contribute to the development of internal processes ensuring they are properly documented, communicated and regularly revised.
- 10. Provide support and advice to relevant stakeholders in the implementation and ownership of the Quality Assurance Framework. Support, as appropriate, new developments across Services to meet emerging business requirements.
- 11. Keep up to date with developments, research and good practice related to Childrens services data and intelligence.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council's objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes



Equalities

Ensuring that all work is completed with a commitment to equality and antidiscriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.



Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme	Criteria	Measured by
	Qualifications/Professional membership	
disability Confident EMPLOYER	Educated to A-level standard or equivalent experience, professional qualification or other evidence of considerable business intelligence, data management and analytical abilities	A&I
	Demonstrate commitment to continuing professional development	I
	Knowledge and Experience	
disability Confident EMPLOYER	Demonstrable experience in business intelligence and analysis, ideally utilising PowerBI, and SQL in a public sector environment.	A&I
disability Confident EMPLOYER	 Knowledge of a range of performance management assurance tools and techniques including qualitative and quantitative. 	A&I
disability Confident EMPLOYER	 Experience of designing and using accurate intelligence-led reports that are GDPR compliant. 	A&I
	• Experience of using data to demonstrate and measure outcomes for children, young people and families.	A&I
	 Knowledge of the Data Protection/GDPR and Freedom of Information Act and the implications on access to personal information. 	A&I A&I
	• Experience of using O365 and IT systems to gather, analyse and present information.	
	Knowledge of predictive analysis and demand management.	



	Skills	
disability Confident EMPLOYER	 Ability to undertake research, utilising appropriate methodologies to collate, analyse, evaluate and present information to different customers throughout the organisation. 	A&I
disability confident EMPLOYER	• Excellent interpersonal skills including the ability to form effective working relationships with colleagues and partners and be able to work as part of a team.	A&I
disability confident EMPLOYER	 Advanced IT skills with the ability to utilise Power BI and apps to collate and analyse complex data, information and intelligence, identify meaningful trends and correlations and advise colleagues accordingly. 	A&I
	Competent in the production of accurate and user-friendly reports.	A&I
	Time management skills with the flexibility to meet tight deadlines and adapt to changing workload demands.	A&I
	Strong analytical rigour and attention to detail.	A&I
	This post is designated as a casual car user	

Where a disabled candidate meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please contact the Talent & Resourcing Team on 01785 278300