

Intelligence and Analysis Officer

Grade 8

Our Vision

An innovative, ambitious 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 multi-disciplinary 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 Children's 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 anti-discriminatory 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.

A = Assessed at Application


T = Assessed through Test

T = Assessed through Test



**disability
confident**
EMPLOYER


	This post is designated as a casual car user	
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 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

Intelligence and Analysis Officer 27.02.2024

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