

Job title: Intelligence and Analysis Assistant
Grade: 6

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

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
- Courageous – We recognise 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.

About the Service

Our aim is to create an environment where families are supported to stay together safely and live well in their communities by building on their strengths. This is the right thing to do. Families tell us they do not want to be in services and evidence says that lives are better when needs can be met

early within the family or community. Working in this way is also more sustainable. We can support more families to live better lives if we focus on addressing needs as early as we can. This report details the changes we have already made across the children and families system. We will continue to build a strengths-based approach which will promote a culture of inclusion and support to enable children to achieve their best outcomes

About the Role

The Intelligence & Analysis Assistant will assist the Intelligence and Analysis Officers in the delivery of high-quality intelligence and analysis that will support the system to learn and improve. Alongside this it is expected this role will be expected to;

- Supply all relevant data with relevant supervision
- Organize data to reflect service performance and outstanding work
- Create and prepare self-service reporting using specialist tools
- Undertake low level data analysis and respond to adhoc requests (including Freedom of Information requests)
- Support the monitoring and improvement of data quality across the children and family's system
- Support with Statutory returns

Reporting Relationships

Responsible to: Intelligence and Analysis Officers

Responsible for: N/A

Key Accountabilities:

1. Assist in promoting the use of intelligence and information across the system and work closely with the team and managers to identify and define the changing intelligence needs of the system that support improved outcomes for families
2. Assist in the collection, collation and presentation of children and family's data for national and local statistical returns, ensuring required legislation is understood and interpreted

3. Gathering of information and inputting data to produce Service Reporting in an appropriate format by using specialist tools such as; PowerBi, Power Query and advanced Excel
4. Responsibility to produce low-level data reports, responding to ad-hoc information requests and preparing datasets and reports for use by the Intelligence team
5. Responsible for pro-actively monitoring data quality and recording by undertaking regular data cleaning, data validation and cross-referencing to ensure analysis is based on sound data and to work with data owners to ensure discrepancies are identified and action can be taken to correct them.
6. Responsible for the collation and processing of information and data from a variety of sources to assist with accurate, relevant and high-quality performance management reporting with supervision where required
7. Engage restoratively with and provide support to managers, officers, admin officers and practitioners in teams to ensure that agreed performance management systems are embedded and working within teams
8. Support with the implementation and maintenance of a wide range of Management Information Systems within the children and families system for input and retrieval of data including identification of and recommendation for system changes and testing of any new developments
9. Use of Geographical Information Systems to interpret and present data to inform decision making and service development
10. Support with research data including the administration, collation, data entry and analysis of surveys/quality assurance information
11. Adapting guidance notes for information management based on feedback from the service to improve data recording, data quality and to support accurate analysis

12. Giving policy and procedure advice to services based on Information management in relation to the Children & Families System
13. Compile and prepare adhoc data requests and Freedom of Information requests
14. To have a basic understanding of all relevant regulatory frameworks and associated best practice.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council 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.



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 <ul style="list-style-type: none"> Possess a level 2 qualification within an appropriate discipline in or equivalent relevant experience 	A/I
	<ul style="list-style-type: none"> Demonstrable relevant experience in data support 	A/I
 	Knowledge and Experience <ul style="list-style-type: none"> Demonstrable relevant experience of performance and information systems Experience of working with data and statistical information and undertaking basic analysis Knowledge of the Data Protection/GDPR and Freedom of Information Act and the implications on access to personal information Experience of information sharing protocols and sharing personal information and to be discreet and maintain confidentiality Ability and experience of using a range of IT applications including MS Word, Excel and Outlook and competent keyboard skills Experience and ability in using a range of business intelligence software and database solutions Knowledge of data extraction (or reporting) tools Experience of identifying and addressing data quality issues Knowledge and experience of working constructively with internal staff, partners and other agencies in a busy, complex and customer focused environment Experience of working under pressure and meeting tight deadlines 	A/I A/I A/I A/I A/I A/I A/I A/I A/I

	<ul style="list-style-type: none"> Ability to establish good working relationships at all levels and working with internal/external customers restoratively to provide a quality service 	A/I
 	Skills <ul style="list-style-type: none"> Demonstrate good written and oral communication skills with internal and external partners as well as members of the public Time management skills with an ability to work under pressure and on own initiative Demonstrate relevant numerical skills and have an eye for detail when processing information Flexible approach - ability to respond positively to changes in allocation of work at short notice to set timescales Demonstrate problem solving ability Time management skills with an ability to work under pressure and on own initiative Commitment to excellent customer service and the achievement of high-quality services 	A/I A/I A/I A/I A/I A/I A/I



If a disabled person 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 ask us by contacting
Talent & Resourcing Team 01785 278300