

Research and Analysis Officer

Grade 8

About the Service

The SCDA's vision is to establish itself as a centre of excellence, leading the way in addressing public sector challenges through innovative research, data analytics and collaborative working.

The centre focuses on collaboration that enhances our analytical capabilities, ensures our projects are informed by the latest academic insights and fosters innovation to driving impactful solutions. This focus allows the SCDA to meet the primary aim of enhancing the quality of life and well-being of Staffordshire communities.

We will construct a space for creative ideas and shared resources to develop new, exciting and innovative solutions to our shared challenges. We will harness the power of emerging technologies and techniques, and invite others to join us on this journey, tapping into the extensive skills and knowledge across our county

About the Role

The Research and Analysis Officer will gather information from across the Partnership in relation to identified shared challenges within Staffordshire. They will use these findings to translate insight into deliverable Research Projects for the Centre.

The post holder will analyse quantitative and qualitative information and create intelligence to proactively inform Research Projects, enhancing the quality of life and well-being of Staffordshire communities.

Reporting Relationships

Responsible to: SCDA Programme Lead (matrix managed by the SCDA Research Lead)

Responsible for: N/A

Key Accountabilities:

1. Contribute to the work of the SCDA Team through working collaboratively and constructively with colleagues to share good practice and align with directorate priorities.
2. Conduct desktop and wider research on identified shared challenges within Staffordshire to establish and interpret requirements to ensure the needs of key stakeholders are met.
3. Co-ordinate, interpret and analyse a range of different types of data, including primary research with citizens, qualitative data and service performance data.
4. Produce written and/or verbal briefings and presentations to stakeholders to provide clear and concise evidence-based understanding of the Research Project, including making recommendations and offering advice and guidance.
5. Delegate suitable work to the Research and Partnership Coordinator or Student Placement post holder where appropriate/ available.
6. Build positive, collaborative working relationships with a range of stakeholders across Staffordshire who play an active role in the success of the Centre.
7. Participating in structured and unstructured project meetings, workshops and other events and facilitating where appropriate.
8. Understand and apply relevant information governance principles in the design and delivery of projects, including consideration of data protection and data ethics.
9. Monitor data quality and recording standards to ensure accuracy and timeliness on all supported Research Projects.
10. Maintain awareness of innovation within analysis to ensure implementation of the latest tools and techniques, best practice and information relevant to the role. Work with colleagues to make use of the latest available technology in order to create business efficiencies.
11. Contribute to the development of internal processes, ensuring they are properly documented, communicated and regularly revised.

Person Specification

Qualifications/Professional membership

- Educated to A-Level standard or equivalent experience, professional qualification or other evidence of considerable business intelligence, data management and analytical abilities.

Knowledge and Experience

- Demonstrable experience in business intelligence and analysis, ideally in a public sector environment.
- Knowledge and experience of using a range of insight tools and techniques, including qualitative and quantitative analysis, statistical techniques and methodologies.
- Experience of presenting complex research findings to a diverse audience.
- Knowledge and understanding of information governance and data protection principles and processes.
- Experience of using O365 and IT systems to gather, analyse and present information.
- Knowledge of predictive analysis and demand management.
- Experience in cross-organisation and partnership working.
- Ability to build credible relationships and networks with stakeholders and managers from varying professional backgrounds.
- Ability to deal with a range of issues and conflicting demands linked to tight deadlines.
- Ability to organise and facilitate structured workshops, meetings and other similar gatherings.
- Awareness of project planning, monitoring and reporting techniques.

Skills

- Ability to undertake research, utilising appropriate methodologies to collate, analyse, evaluate and present information to different customers throughout the organisation.
- Effective interpersonal skills including the ability to form effective working relationships with colleagues and partners and be able to work as part of a team.
- Advanced IT skills with awareness of Power BI and apps to collate and analyse complex data, information and intelligence, identify meaningful trends and correlations and advise colleagues accordingly.

CFP



- Time management skills with the flexibility to meet tight deadlines and adapt to changing workload demands.
- Analytical and attention to detail

This job is designated as a casual car user

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