

Research and Analysis Officer

Grade 8

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 the people of Staffordshire
- 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

The Staffordshire Centre for Data Analytics (SCDA) is a partnership currently consisting of Staffordshire County Council, Staffordshire Police and Keele University.

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.

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. 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.

The SCDA provides unique, data informed, actionable insights to partner organisations to improve the lives of people in Staffordshire. In addition to research projects, the centre is launching three additional components covering Data & the Future, Talent Mobility and the Collaboration Hub.

Role purpose:

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)

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. Participating in structured and unstructured project meetings, workshops and other events and facilitating where appropriate.
7. Understand and apply relevant information governance principles in the design and delivery of projects, including consideration of data protection and data ethics.
8. Monitor data quality and recording standards to ensure accuracy and timeliness on all supported Research Projects.
9. 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.
10. Contribute to the development of internal processes, ensuring they are properly documented, communicated and regularly revised.

Other Information

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally with very occasional national requirements.

This post has no political restriction.

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"> Educated to A-Level standard or equivalent experience, professional qualification or other evidence of considerable business intelligence, data management and analytical abilities. 	A&I
  	Knowledge and Experience <ul style="list-style-type: none"> 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. 	A/I A/I A/I A/I A/I A/I A/I A/I A/I

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	<ul style="list-style-type: none"> Awareness of project planning, monitoring and reporting techniques. 	A/I
  	Skills <ul style="list-style-type: none"> Ability to undertake research, utilising appropriate methodologies to collate, analyse, evaluate and present information to different customers throughout the organisation. 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. 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. Time management skills with the flexibility to meet tight deadlines and adapt to changing workload demands. Analytical and attention to detail 	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. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

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