

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.

Purpose and Vision for Access to Learning Service

Our vision is: TOGETHER with our community leaders, partners and schools and settings, we achieve FAIR ACCESS to education and learning within OUR COMMUNITIES to help ensure that children and young people can REACH THEIR POTENTIAL. The Service delivers a range of statutory duties:

- Secure the sufficient supply of school places
- Duty to progress academy conversions where an academy order is made
- Implement the Co-ordinated Admissions Scheme and Fair Access Protocol
- Operate as “admission authority” for relevant schools
- Develop home-to-school and college travel policy
- Manage the entitlement to free school meals
- Assess travel entitlement to mainstream schools

About the School Organisation Team (SOT)

We are responsible for the County Council’s **statutory duty to ensure there are sufficient school places across the county to meet the present and future demand**. The team are in place to ensure a structured and controlled approach is applied and legislation is adhered to in an ever-changing education system. When delivering the right number of school places in the right areas providing a fair access to education for all children and young people of Staffordshire the SOT will ensure that additional school places will focus on deliverables, effective governance and decision making and appropriate resources with the necessary skills and capacity. The SOT produces a 15-year work programme of additional places required & through continual evaluation maintains the multi-million pound programme of work.

Our values are to be open, honest and transparent, encourage and develop all stakeholder’s participation and improve customer insight, adapting our approach to suit the needs of local communities to provide sustainable and accessible school places for all.

Reporting Relationships

Responsible to: School Sufficiency Lead

Responsible for: N/A

Key Accountabilities:

- 1) 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.
- 2) 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.
- 3) Support with the implementation and maintenance of a wide range of Management Information Systems for input and retrieval of data including identification of and recommendation for system changes and testing of any new developments.
- 4) Support with research data including the administration, collation, data entry and analysis of surveys/quality assurance information.
- 5) Assist in the collection, collation and presentation of data for national and local statistical returns, ensuring required legislation is understood and interpreted.
- 6) Assist in promoting the use of intelligence and information 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.
- 7) 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.
- 8) Use of Geographical Information Systems to interpret and present data to inform decision making and service development.
- 9) Responsibility to produce low-level data reports, responding to ad-hoc information requests and preparing datasets and reports for use by the team.
- 10) Engage restoratively with and provide support to managers, officers, admin officers and practitioners in teams to ensure that agreed information management systems are embedded and working within teams.
- 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 team's statutory duty.
- 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 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 	A/I
	<ul style="list-style-type: none"> 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 and complex environment Experience of working under pressure and meeting tight deadlines Ability to establish good working relationships at all levels and working with internal/external customers restoratively to provide a quality service 	A/I/T A/I A/I A/I A/I A/I A/I A/I 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 	A/I A/I
	<ul style="list-style-type: none"> 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 Commitment to excellent customer service and the achievement of high quality services 	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 the Talent & Resourcing Team 01785 278300