

# Job Title: Intelligence & Analysis Officer

## Grade: 8

### **Our Vision**

We have a clear vision for Staffordshire - 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 and Analysis Officer will be required to prepare analysis reports that help the system to learn, improve and deliver positive outcomes for children, young people and families. This will include the production of self-service reporting using business intelligence tools such as PowerBI, supporting the delivery of learning reviews and the supporting the implementation of the performance framework.

This role will be required to work with a wide variety of stakeholders supporting the Children and Families service to:

- Understand the needs of Staffordshire children, young people and their families;
- Translate those needs into definable outcomes;
- Enable the delivery of outcomes within available resources to achieve best value for money;
- Support processes and outcomes.
- Create the methodology and tools for the completion of data collection
- Produce performance reports across the children and families system

## **Reporting Relationships**

**Responsible to: Intelligence & Analysis Manager**

**Responsible for: Intelligence & Analysis Assistant**

### **Key Accountabilities:**

- 1.** Co-ordinate, interpret and analyse data from a range of areas identified through performance monitoring and performance management reports to feed into service improvement and development of practice.
- 2.** To establish regular monitoring of data quality and recording standards across the system to improve accuracy and timeliness of data quality and recording standards and maintain an intelligence led system.
- 3.** Developing performance reports across the children and families system in a consistent and timely approach using different methodologies including district reporting to improve outcomes for children, young people and families
- 4.** Working across the children and families system to ensure that the IT systems and processes provide an intelligence led management and performance reports based on regional, national and local directives.
- 5.** Engaging restoratively with children and families stakeholders to support the implementation and ownership of the performance and quality assurance framework to ensure an efficient, effective and consistent approach, including attendance at district meetings.
- 6.** Supporting robust data quality mechanisms and recording standards across the children and families system to improve outcomes for children, young people and families
- 7.** To assist with preparing national/local quarterly/annual statistical returns and analysis of information to highlight good performance and areas for improvement
- 8.** To support, as appropriate, new developments across Services to meet emerging business requirements.
- 9.** Using reflective learning from inspections, reviews and audits to improve continuous practice, performance and commissioning outcomes across children and families
- 10.** To correlate intelligence and performance data to develop predictive analysis and impact assessments for the wider children and family's system to improve outcomes for children, young people and families.

**11.** To delegate suitable work to the Intelligence and analysis Assistants and data assistant, supervise its completion and support their development

**12.** To use IT reports and data extracted from MIS to support performance reporting and identify new developments for IT reports from databases used to support performance management information

### **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
	<b>Qualifications</b> <ul style="list-style-type: none"> <li>Educated to degree/HND standard or possessing an equivalent professional qualification or equivalent by experience.</li> <li>Commitment to continued professional development.</li> </ul>	<p>A/I</p> <p>A/I</p>
	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Demonstrable experience of performance/analysis management</li> <li>Extensive knowledge of a range of performance management assurance tools and techniques including qualitative and quantitative</li> <li>Experience of designing and using intelligence lead reports that are accurate</li> <li>Experience of being able to demonstrate and measure outcomes for children, young people and families</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
	<b>Skills</b> <ul style="list-style-type: none"> <li>Ability to work within a political environment</li> <li>Ability to undertake research, utilising appropriate methodologies to collate, analyse, evaluate and present information to senior management</li> <li>Able to demonstrate an ability to use resources flexibly and creatively within partnership working</li> <li>Possess advanced analytical skills</li> <li>Advanced IT skills</li> <li>Competence in the production of accurate and user-friendly reports</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

This post is designated as a casual/essential car user



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 **Liberata Employee Services Team on 01905 947446**