 **Job Description**

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| **Department** | **Children Services and Adult Services** |
| **Job Title** | Principal Information Analyst |
| **Grade** | I |
| **Primary Purpose of Job** | To manage, facilitate and plan research and analysis activities including an environmental scanning service to support the work of the department and other partners. |
| **Reporting To** | Strategy & Partnerships Manager |
| **Direct Staffing Reports** | Senior Information Analysts and Information Analysts |

**Main Duties**

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| **1** | To lead the provision of high quality, timely, accurate analysis, intelligence and spatial data to managers and staff throughout the department, schools and other partner agencies to support the effective planning of services to adults and children.  |
| **2** | To liaise with colleagues across Bolton in determining their information requirements and ensuring that appropriate mechanisms are in place in order to achieve these aims. |
| **3** | To present regular, pre-planned analysis to support the work of the department and other partners and also respond to ad hoc requests for information. |
| **4** | Research, analyse and report complex information, using appropriate tools; performing validity checks to ensure the accuracy of data, and liaise with operational and support staff. |
| **5** | To make best use of technology and create and update databases, spreadsheets and GIS tools for analysis, ensuring they are continually maintained in efficient working order. |
| **6** | To develop and update neighbourhood profiles based on data and intelligence available with the department. |
| **7** | To identify appropriate methods/protocols for the dissemination of information, facilitating user access to information through the most appropriate methodology. |
| **8** | To gather, analyse, evaluate and communicate different types of complex. Statistical information and data from various sources and in a variety of accessible formats. |
| **9** | To work with others in developing mechanisms to enable staff to interrogate and retrieve information from the numerous information systems within the department. |
| **10** | To undertake any other duties appropriate to the grade as required. |
| **Date Job Description prepared/updated:** | **July 2022** |
| **Job Description prepared by:** | **Alison Hart** |

**Person Specification**

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| **Department** | **CHILDREN SERVICES AND ADULT SERVICES** |
| **Job Title** | **PRINCIPAL INFORMATION ANALYST** |
| **Stage One** | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role  |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | A knowledge and understanding of the political, leadership and management issues facing large and complex councils and role business intelligence can play | Application Form  |
| 2. | Detailed knowledge of a range of ICT, data and information systems ensuring compliance with security and data protection | Application Form/ Interview |
| 3. | Effective project management skills and the ability to lead others in the delivery of complex projects | Application Form/ Interview/Assessment |
| 4. | Effective networking and partnership skills in order to identify and analyse data trends to support collaborative approaches to decision making | Application Form/ Interview/Assessment |
| 5. | Demonstrate effective communication skills in order to present complex information to a variety of audiences | Interview |
| 6. | Ability to use research and analytical skills to undertake analysis of complex areas and statistical data. | Interview |
| 7. | Ability to provide accurate, quality intelligence and spatial data to a range of clients / customers | Interview |
| 8. | Ability to identify solutions, adhering to agreed ICT protocols, in implementation of the solution. | Application Form/ Interview/Assessment |
| 9. | Demonstrate organisational skills in order to prioritise own and others workloads to deliver on agreed deadlines and changing priorities. | Interview |
| 10. | Ability to produce written work that can be presented clearly and professionally to a range of audiences. | Interview |
| 11. | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section  | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Degree level qualification or equivalent experience in a relevant discipline e.g. Maths, ICT, Statistics | Application Form |
| 2. | Experience of managing a team of ICT/data professionals | Application Form |
| 3. | Experience of data analysis and the application of statistical techniques. | Application Form |
| 4.  | Experience of collating, processing, analysing and disseminating complex information within a large organisation. | Interview |
| **3. Work Related Circumstances** |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | Application Form |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| 3. | This role requires the job holder to occasionally work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service.  | Application form |
| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Understanding of the issues facing Local Government Adults and Children’s Services | Interview |
| **2. Experience/Qualifications/Training etc** |
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**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





