policy and communications

senior data and analysis assistant

**Job Description**

|  |  |
| --- | --- |
| **JOB TITLE** | senior data and analysis assistant |
| **SERVICE UNIT** | **Policy & Communications** |
| **RESPONSIBLE TO** | Data and Analysis Lead |
| **JOB I.D. No** |  |
| **GRADE** | **Grade F/5** |
| **OBJECTIVES** | Supporting the work of the performance function. Supporting the delivery of a range of performance management frameworks, systems and bespoke work to support the delivery of significant improvement. Supporting the use of performance and intelligence data to support assurance processes and to support improvement activity across the organisation. |
| **MAIN DUTIES AND RESPONSIBILITIES**1. To play a role in delivering the Unit’s Annual Service Plan as directed by the Assistant Director of Policy & Communications.
2. To support intelligence initiatives, supporting the production of reports, briefing notes and other supporting materials.
3. To support performance activity including the collation and submission of statutory returns to support compliance with key legislation and national, regional and local policy developments.
4. To support the effective use of data in the delivery and commissioning of services.
5. To support the implementation of software systems.
6. To provide information to support the development of policy, and the delivery and commissioning of services.
7. To support research and analysis, through the provision and analysis of data.
8. To support work to place Tameside and Glossop Council/ CCG at the cutting edge of performance management and intelligence.
9. To work as a self-starter developing ideas and opportunities to make effective use of data and information.
10. To support the development of a data warehouse and data analytics.
11. To contribute to the process of continuous development and improvement of systems necessary for the effective delivery of the Unit’s service.
12. To implement the organisation’s Equality and Health and Safety policies.
13. To undertake such job related duties as may be required from time to time which are commensurate with the grade of the post.
14. To deal fairly and openly with colleagues at all times.
 |

|  | ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
| --- | --- | --- |
|
| * Evidence of continued personal and professional development
 |  | ✓ |
| * Experience of data management and analysis and interpretation
 | ✓ |  |
| * Experience in the use of database extraction tools to develop complex queries.
 | ✓ |  |
| * MS Excel skills including: Spread sheet design and development,

creating pivot tables and complex formulas | ✓ |  |
| * Experienced in use of Word and Power Point
 | ✓ |  |
| * Advanced analytical skills with a demonstrated ability to develop and produce meaningful Intelligence reports
 | ✓ |  |
| * Able to present complex information to a wide range of audiences both verbally and electronically
 | ✓ |  |
| * Excellent verbal, written and personal communication skills
 | ✓ |  |
| * Able to work independently or as part of a team
 | ✓ |  |
| * Experience of using reporting tools
 |  | ✓ |
| * Understanding of and commitment to the principles, practices and promotion of equality and diversity.
 | ✓ |  |
| * Demonstrated capability to plan over short and medium term timeframes

and adjust priorities accordingly | ✓ |  |
| * Organisational skills and personal effectiveness
 | ✓ |  |
| * Positive and flexible attitude
 | ✓ |  |
| * Self-motivated
 | ✓ |  |
| * Able to work constructively with individuals in other agencies
 | ✓ |  |
| * Good judgement and problem solving skills when working in a pressurised environment
 | ✓ |  |
| * Ability to work on own initiative and organise own workload without

supervision working to tight and often changing timescales | ✓ |  |