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| |  | | --- | |  | | **Analytics Manager**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/> |   green band epsStockport Council  **Job Description** | |
| Post Title: Analytics Manager  **Service Area: Business Intelligence**  **Directorate: Corportate Support Services**  **Team:** | Salary Grade: M Band 4 |
| **Post Reports to: BI Analytics Manager**  **Post Responsible for: Data Analysts** | |
| **Main Purpose of the Job:**  As a CSS manager at this grade you will provide management, technical or professional expertise in a service area, making decisions and supporting others below your grade. You will be supported by Managers at grades above you. You will:-    • Manage high quality, cost effective Corporate and Support Services, taking a holistic, joined up view of service design, delivery and evaluation.  • Manage resources, risk and programmes of work, or give technical or professional advice and guidance to the organisation in order to meet statutory and local requirements..  • Ensure that the Council manages its resources effectively, delivering value for money, exploiting opportunities to drive out inefficiencies and generating income where appropriate. | |
| **Summary of responsibilities and key areas:**  • (Setting Direction) To contribute to the key aims and objectives of the organisation, both within the post holder’s specific remit, across CSS and Council as a whole.  • (Setting Direction) To comply and ensure compliance with the Council’s policies and procedures.  • (Setting Direction) To contribute and be an active member of the service, evaluating options and providing knowledge and expertise to support the aims of the Council.  • (Engaging People) To provide effective customer relationship management, resolve issues and seek customer feedback.  • (Engaging People) To ensure a highly customer-focussed approach to service delivery by regularly seeking to determine the wants and needs of all customers and contributing to the development of those services accordingly.  • (Engaging People) To work collaboratively across CSS, the Council and with external partners to promote and deliver Council objectives and maximise performance and operational efficiencies.  • (Engaging People - Political awareness) Recognise and respond to the political environment and expectations, addressing any sensitivity and taking an appropriate view of service priorities and requirements.  • (Engaging People/Delivering Results) Manage change effectively, working with colleagues in response to external drivers and ensure that CSS remains fit for purpose now and in the future.  • (Delivering Results) To support and develop opportunities to generate additional resources in order to deliver improved services.  • (Delivering Results) Support in the elimination of duplication and other inefficiencies across CSS in order to maximise the use of resources and achieve budget targets.  • (Delivering Results) To manage of service or specialist areas including responsibility for projects, budgets, performance, staffing (including recruitment, disciplinary, health and safety, welfare), health and safety, risk, business continuity etc.  • (Delivering Results) Contribute to the key aims and objectives of the organisation, both within the post holder’s specific remit, across the section and Council as a whole.  • (Delivering Results) To work flexibly within the role and support the general activities within Corproate and Support Services and the Council. | |
| **Job activities:**   * Leading and developing a team of data analysts * Generating insight for decision makers, analysing and visualising data effectively * Successfully gathering requirements from stakeholders, identifying what will add the most value * Managing complex and diverse workload * Data extraction and transformation, automating or identifying opportunities for automation where possible. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Educated to degree level or above in a highly numerate discipline (e.g. Mathematics, Computer Science) and/or equivalent experience in a similar role | Essential |
| Ability to interpret often complex requirements and deliver information and analytics solutions to a wide range of stakeholders. | Essential |
| Ability to lead, support & develop a team of Business Intelligence analysts, with well-developed management, negotiating and influencing skills. | Essential |
| Strong database interrogation and data transformation skills, able to source the necessary data for analytics projects, supporting/leading automation work where required. | Essential |
| Strong data visualisation skills with an ability to turn raw data into meaningful, actionable intelligence. | Essential |
| Strong analytical skills, able to understand patterns and trends in data, building models to help identify key insights and/or predict future outcomes where required. | Essential |
| Experience managing complex and diverse workload, prioritising and completing tasks within deadlines and to the required standard. | Essential |
| Effective interpersonal skills with the ability to relate to all levels within the organisation and with partner agencies | Essential |
| Effective oral and written communication skills with a confident presentational style and the ability to translate complex information into plain English. | Essential |
| Experience of Agile development methodology. | Desirable |
| Knowledge of local government systems, statutory duties and business processes. | Desirable |
| TO BE INCLUDED WHEN THE ROLE IS COVERED BY THE FLUENCY DUTY (SEE GUIDANCE ON ENGLISH LANGUAGE REQUIREMENT)  The ability to converse at ease with service users/customers and provide advice in accurate spoken English. | Essential |