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| **Department** | **People Services** |
| **Job Title** | **sENIOR iNFORMATION aNALYST officer** |
| **Grade** | **Grade 7** |
| **Primary Purpose of Job** | To facilitate and plan research and analysis activities to support the integration of health and social care across Bolton. |
| **Reporting To** | Principal Information Analyst |
| **Staffing**  **Responsibilities** | - |

**Main Duties**

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| **1** | To lead the provision of high quality analysis, intelligence and spatial data to managers and staff throughout the department, schools and other partners agencies to support the planning of integrated health and social care services to adults, children and young people. |
| **2** | Research, gather, analyse, evaluate and report complex information from various sources, making the best use of technology. Creating and updating databases, spreadsheets and GIS tools for analysis, ensuring they are continually maintained in efficient working order. |
| **3** | Communicate complex and statistical information in an agreed format. To identify appropriate methods/protocols for the dissemination of information, facilitating user access to information through the most appropriate methodology |
| **4** | To liaise with colleagues across Bolton to determine their information requirements and ensure that appropriate mechanisms are in place to achieve these aims and to secure information to support accurate forecasting of demand for service. |
| **5** | To source and collate relevant statistical information from other partner agencies such as NHS, neighbouring authorities, Dioceses, schools, childcare providers, ONS to inform the planning of services for adults and children – developing and amending planning models as necessary to ensure they are robust and reliable. |
| **6** | To analyse and interpret legislation, research findings and best practise guidance relating to the forecasting of demand for adults children’s services and update Bolton’s methodologies accordingly. |
| **7** | To provide information on the demand for school places to Asset Management, senior managers and members to support the school organisation and place planning process. To produce the information for statutory returns to the Government on the supply of school places and capacity of schools. |
| **8** | To provide intelligence for inclusion in the Joint Strategic Needs Assessment. |
| **9** | To work with others in developing mechanisms to enable staff to interrogate and retrieve information from the numerous information systems within the department and across the wider integrated health and social care system. |
| **10** | To analyse current demographic and service data with regard to trends in the demand for services across the borough, including early years, primary and secondary school places, post 16 provision and integrated health and social care services advising senior managers and Heads of Service on emerging trends and to develop and update neighbourhood profiles. |
| **11** | To present trends in demand for adults and children’s services in a way that is accessible and easy to understand. |

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| **Date Job Description prepared/updated:** | **June 2018 with competencies** |
| **Job Description prepared by:** | **Anne Gorton** |



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| **Department** | | | | **People Services** | | | |
| **Job Title** | | | | **sENIOR iNFORMATION aNALYST officer** | | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | | |
| 1. | Detailed knowledge of a range of ICT, data and information systems ensuring compliance with security and data protection. | | | | | | Application Form/Interview |
| 2. | Effective project management skills in the delivery of complex projects | | | | | | Interview |
| 3. | Demonstrate effective communication skills in order to present complex information to a variety of audiences which is easy to understand | | | | | | Application Form/Interview |
| 4. | Effective networking and partnership working skills in order to identify and analyse data trends to support collaborative approaches to decision making. | | | | | | Interview |
| 5. | Ability to assimilate large amounts of information including statistical data quickly and comprehensively in order to influence and support decision making. | | | | | | Assessment |
| 6. | Ability to use research and analytical skills to undertake analysis of complex areas and statistical data. | | | | | | Application Form/Interview |
| 7. | Ability to provide accurate, quality intelligence and spatial data to a range of clients/customers across the integrated health and social care system. | | | | | | Application Form/Interview |
| 8. | Ability to identify solutions, adhering to agreed ICT protocols where they exist, in implementation of the solution. | | | | | | Application Form/Interview |
| 9. | Ability to identify appropriate solutions through a creative approach to problem solving. | | | | | | Application Form/Interview |
| 10. | Ability to prioritise own work tasks within pre-determined time scales, manage conflicting deadlines and changes in priority within a pressured working environment. | | | | | | Application Form/interview |
| 11. | Ability to work as part of a team and under own supervision using initiative | | | | | | Application Form/interview |
| 12. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | | 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 working with, interpreting and applying complex guidance and/or legislation. | | | | Application Form/Interview | |
| 3. | | Experience of the handling, analysis and interpretation of complex data sets. | | | | Application Form/Interview | |
| 4. | | Experience of data or statistical modelling. | | | | Application Form/Interview | |
| 5. | | Experience of working with partner organisations. | | | | Application Form/Interview | |
| **3. Work Related Circumstances** | | | | | | | |
| 1. | | Subject to the agreement of the line manager, a flexi-time scheme is in operation. | | | |  | |
| **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 the integrated health and social care system | | | | | | Application Form/Interview |
| 2. |  | | | | | |  |
| **2. Experience/Qualifications/Training etc** | | | | | | | |
| 1. | Experience of pupil forecasting models | | | | | | Application Form/Interview |
| 2. |  | | | | | |  |

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| **Date Person Specification prepared/updated:** | **June 2018** |
| **Person Specification prepared by:** | **Anne Gorton** |



**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.