

# Data Analyst (Early Help) Level 4, Zone 2

## Job Summary

**Salary Range:** £42,042 - £51,870

**Job Level:** Level 4 Zone 2

**Work Location:** 5 Pancras Square, London, N1C 4AG

**Hours per week:** 36

**Contract type:** Permanent

**Closing date:** 11:59 29/10/2023

**Interviews to be held:** TBC

**Alternative flexible working options available / open to discussion**

## About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study, and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Data play a crucial role in supporting both people and communities in Camden. Understanding residents' needs requires inclusive data which help bridge gaps and shine light on the most complex social issues without bias or preconceptions. To achieve this vision Camden has recently published its first of a kind Data Charter to ensure that data is used transparently for public good and managed securely and ethically in an accountable way across the organisation.

## Domain Focus

Camden's Early Help services provide wide variety of targeted and universal preventive services to the children, young people, and families of Camden. Data play a key role in the delivery of these services. You will design, implement, and maintain bespoke performance monitoring systems that provide timely, robust, and useful data in a manner that drives high levels of performance and efficiency within operational teams. These systems will source data from our case management system, Mosaic, along with a wide variety of other sources. You will do this through a process of co-creation with practitioners, whilst also leveraging and innovating on best practice across the sector. You will ensure compliance with regulatory obligations. This includes the timely completion of returns to central government under the national Supporting Families Programme, and the ongoing maintenance of data models in alignment with the requirements of these returns. We are ambitious in our use of data and strive to capitalise on opportunities presented using new technologies in the delivery of Early Help services. This extends to the use of emerging data analytics tools with a particular focus on Machine Learning and Natural Language Processing; as well as the delivery of innovative analytics that leveraging data from a wide variety of sources to generate new insights and inform decision making.

## The Role

As a Camden Data Analyst, you will have a body of knowledge and experience in the skills, tools and techniques of Data Analytics and you will apply to this effectively to support us in delivering for the people of Camden.

**Analysis and synthesis of data:** You will apply basic techniques for the analysis of data from a variety of internal and external sources and synthesise your findings. Your analysis will support both service improvement and wider strategy development, policy, and service design work across the organisation. You will effectively involve a variety of data professionals and domain experts in this analysis and synthesis and will present clear findings that colleagues can understand and use.

**Communication:** You will communicate effectively with technical and non-technical stakeholders in a variety of roles. You will build strong collaborative relationships with colleagues from frontline to senior leadership and host discussions that help define needs, generate new insights, improve data literacy, and promote data culture. You will be an advocate for the team and can manage differing perspectives and potentially difficult dynamics.

**Data management:** You will understand data governance and how it works in relation to other organisational governance structures and will be a proactive participant in and promoter of Camden's data governance practices. You will use your experience to manage data, ensuring adherence to standards and maintaining data dictionaries. You will effectively manage risk to privacy in adherence to national legislation and local practices.

**Data modelling, cleansing and enrichment:** You will be able to either produce or maintain data models and understand where to use different types of data models, developing Camden's business intelligence architecture in collaboration with our Data Engineers and Data Architects. You will also have some understanding in reverse-engineer a data models from live systems. You will have understanding of different tools and industry-recognised data-modelling patterns and standards, comparing different data models, communicating data structures using documentation such as schema diagrams.

**Data quality assurance, validation and linkage:** You will identify appropriate ways to collect, collate and prepare data as set by the Data Architecture team and Data Engineers. This will involve informing the design of frontend system and surveys to ensure enhanced user experience and data quality. You will make judgments as to whether data are accurate and fit for purpose and will support services in maintaining good data quality through the development of data quality auditing systems. You will define and implement batch cleansing processes where appropriate with limited guidance.

**Data visualisation:** You will use the most appropriate medium to visualise data to tell compelling stories that are relevant to business goals and can be acted upon. Your work will take advantage of a wide variety of data visualisation tools and methodologies, presenting complex information in a way that is engaging, useful and readily intelligible to a range of audiences such as frontline staff, managers, and senior leadership. You will present, communicate, and disseminate data appropriately and with influence in settings ranging from operational meetings to high profile strategic partnerships.

**IT and mathematics:** You will apply your knowledge and experience of IT and mathematical skills, including tools and techniques. You can adopt those most appropriate for the environment and always work in a manner that is sensitive to information security. You will use your experience of using a variety of tools such as MS Excel, Qlik, SQL, R, Python, QGIS, Tableau.

**Logical and creative thinking:** You will respond effectively to problems in databases, data processes, data products and services as they occur. You will initiate actions, monitor services, and identify trends to resolve problems. You will take responsibility for determining innovative solutions and assist with their implementation, and with preventative measures. Your analysis will involve creative interaction with data that takes innovative approaches to generating insight and answering business questions.

**Project management:** You will apply your knowledge and experience of project management methodologies, including tools and techniques, adopting those most appropriate for initiatives such as the development of new reporting solutions or delivery of statutory returns. You will play a lead role in projects as a Data Analytics expert, collaborating with colleagues in a variety of roles to achieve objectives.

**Statistical methods and data analysis:** You will understand how and when to practically apply existing best practice solutions. You will use your experience of processing data using statistical techniques such as sampling, regression, averages, clustering to generate insight and answer business questions.

## Relationships

The role sits within Camden's Supporting People Data Team and will be line managed by the Senior Data Analyst for Early Help and Education. You will be a point of contact for officers across Early Help services and act as a conduit by which their work may benefit from the data capabilities across the organisation. You will maintain strong relationships with frontline teams, working together to co-create performance monitoring tools and interpreting performance data to identify actionable insights that enable high performance and efficiency. You will proactively promote effective maintenance and use of data across Early Help services; ensuring that data are readily accessible and providing guidance on its maintenance and use. You will also proactively participate in professional networks to share skills, thinking, and best practice in use of data in children's services. This includes both the community of data professionals across Camden and wider pan-London and national networks.

## People Management Responsibilities

No formal line management responsibility. However, there will be an expectation that you oversee the work of other Data Analysts in certain contexts and may be opportunities of informal management of other officers.

## Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

## Is this role Politically Restricted?

This role is not politically Restricted.

## **Diversity and Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

## **Agile Working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

## **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.