**Job Profile Information: Data Analyst**

**This supplementary information for *[****insert job title***] is for guidance and must be used in conjunction with the Job Capsule for**

**Job Zone ……2…………. Level……3……… Camden Way Category ………3……………………………**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

* To undertake the management, detailed analysis, interpretation and reporting of data
* To support the provision of strategy, policy, improvement and change work across the organisation
* To work in a variety of disciplines and environments to provide and interpret data to deliver corporate and directorate priorities

**Example outcomes or objectives that this role will deliver:**

* To produce high-quality analysis supporting the cross-cutting council-wide outcomes approach.
* The delivery of accurate and timely statutory returns to relevant Government bodies
* The production of high quality management information for performance monitoring and service planning purposes.

**People Management Responsibilities:**

The post has no line management responsibilities but the post holder may be required to coordinate staff to ensure the timely and accurate production of reports, analysis and statutory returns.

**Relationships;**

The post holder will be largely self-managing with personal management and development carried out within the service.

The post holder is expected to develop and maintain relationships across the organisation, with elected members as appropriate, partner organisations, government departments and customers as dictated by the projects, roles and tasks that they will be carrying out. The post holder will also actively seek to make effective relationships with colleagues across the Strategy and Governance family.

**Work Environment:**

The post holder may be required to work in a variety of teams and workplaces, but will mainly be office-based.

**Technical Knowledge and Experience:**

* Highly numerate and literate
* Qualification in a relevant subject or some experience of applying statistical knowledge and skills
* Understanding of basic statistical techniques
* A basic understanding of research methodology
* Understanding and knowledge of data protection and sharing issues
* Some experience of analysing data using statistical software packages, e.g. Excel, SPSS, STATA, R
* Experience of managing datasets
* Experience of quality assuring data and statistics derived from data
* Experience of presenting complex information to a range of audiences
* A basic understanding of how local government works and the functions it delivers

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>