**Job Profile Information: Data Assistant**

**This supplementary information for *Data Assistant* is for guidance and must be used in conjunction with the Job Capsule for**

**Level 3, Zone 1, 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 assist with the management, analysis, interpretation and reporting of data

To support data analysts with the provision of strategy, policy, improvement and change work across the organisation

To work in a variety of disciplines and environments to understand and provide data to deliver corporate and directorate priorities.

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

To support the production of high-quality analysis supporting the crosscutting council-wide outcomes approach

Assistance with the delivery of accurate and timely statutory returns to relevant Government bodies

By working effectively with colleagues, contribution to the production of high quality management information for performance monitoring and service planning purposes.

**People Management Responsibilities:**

The post holder will not have any people management or line management responsibilities.

**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 partner organisations 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, including the Lead Analyst and data analysts.

**Work Environment:**

The post holder may be required to work in a variety of teams and workplaces

**Technical Knowledge and Experience:**

- Highly numerate and literate

- Awareness and some understanding of basic statistical techniques

- Awareness and a basic understanding of research methodology

- Awareness and understanding of data protection and sharing issues

- Some experience of analysing data

- Experience of presenting complex information

- An awareness 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>