**Job Profile**

**Business Analyst**

**Level 2, Zone 2**

**Role Purpose:**

To support the North London Waste Authority in developing the systems to manage the data created daily in order to compile statistics required by the National WasteDataFlow system. This is an important role in ensuring the Authority meets national requirements at a time where the Environment and climate is taking national prominence.

* To undertake the management, detailed analysis, interpretation and reporting of data
* To support the provision of strategy, policy, improvement and change work across the Authority
* To work in a varied environment to provide and interpret data to deliver corporate and strategic priorities
* To validate and ensure the integrity of data supplied by contractors

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

* To produce high-quality analysis supporting the future development of Strategy for the Authority
* Design future ways of managing and optimising the data collected
* 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
* Deal with contractors and create reports and input to the Management Data System (which is being upgraded)

**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 Services team

**Work Environment**

The NLWA offices are in Tottenham Hale; 2 minutes from the Tube station with great service and amenity links close by

**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 (advanced), SPSS, STATA, Visual Basics, Power BI, Qlikview
* 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
* Working with contractors to quality control and validate data entry

**Desirable:**

* Interest in the Environment, Climate, Recycling space
* Passion for technology to improve data management and efficiency

The content of this job description reflects the main duties and responsibilities of the job and are not intended to form part of the contract of employment. NLWA may revise the content of these roles and responsibilities at its discretion

**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:

http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden?