

## **Job Profile: Data Analyst (Refugee Response)**

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**Job Grade: Level 3, Zone 2**

**Salary Range: £34,629 - £40,171**

### **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. The advertised role sits within the Data Team of Camden's Supporting people Strategy Service. The successful candidate will be responsible for data analytics and ongoing performance reporting to provide and ongoing oversight of activity under Camden's Refugee Response Programme as well as strategic insights to leadership.

### **About the role**

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

### **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 tools such as MS Excel, Qlik, SQL Server, R, Python SPSS, SAP Business Objects.
- 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

### **Work Environment:**

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

### **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.

**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

**Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

**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,