



Job Title:	Data Analyst
Service Area:	ICT Services
Team:	Business Solutions
Salary:	Band 6 (SCP 24 to 27)

Job Description

Main Purpose of Job:

To provide data analytic and reporting services which provide business insight and inform decisions.

To support the development of information business systems which best meet the Council's data management ambitions

Our Values

You will be expected to work in line with our values which are:

Proud - Believing in who we are, what we do and where we live
Dynamic - Transforming the future with you in mind
Truthful - Honest and clear in all we do
Good Value - Delivering outstanding services, smartly & economically
United - Whoever we work with, we work as one team

Key Responsibilities:

1. Develop and support data analysis services and methodologies utilising the most appropriate techniques such as data mining, forecasting and modelling, which identify and predict trends and patterns in data and address key business challenges.
2. Delivery of analytical products, reports, infographics, dashboards, presentations, numerical and statistical analysis, using operational, performance and strategic data presented in accessible ways to a wide audience including senior managers and members.



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3. Support development of system and data architecture so that data management activities (classification, reporting, storage, archiving, retrieval, destruction) are in line with local and national information security and quality standards, policies and procedures.
4. Participation and involvement in corporate projects involving the best use of data to inform business decisions and service delivery, including the development and specification of data-led business systems, to suit business needs and strategic plans.
5. Liaise with external suppliers, partner organisations and industry groups to ensure data sharing opportunities are fully optimised, lawful and data systems are developed to best practice.
6. Joining up and analysing data from multiple sources, both internal and external, to enable the authority to be data-led in its decision making and operational management of services, working with managers to provide insight to their services.
7. To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.
8. To promote and adhere to the workplace values of our organisation.

Line Manager: Business Solutions Manager

Responsible for: n/a

Political Restriction:

This post is not politically restricted.

Note: This is a description of the job as it is constituted at January 2020 but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Council's aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.



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Person Specification

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of data analysis and reporting techniques • Good working knowledge of extracting data from a variety of database environments 	<ul style="list-style-type: none"> • An in-depth understanding of SQL and SSRS.
Skills and Abilities:	<ul style="list-style-type: none"> • Expertise in use of data modeling and reporting packages with ability to analyse large datasets • Advanced MS Excel (including Power Query), SQL Server, MS Access, MySQL or other RDMS • Good data visualisation and reporting skills • Strong verbal and written communication skills, able to create recommendations and reports for both technical and business audiences • An analytical mind and strong problem-solving skills • High level of literacy, numeracy, accuracy and attention to detail. • Ability to use and act on initiative. • Excellent interpersonal skills • Excellent organisational skills, able to prioritise work and meet deadlines • Ability to challenge and improve current working practices • Ability to help to transform the way we work. • Diplomacy, tact and negotiation skills. 	<ul style="list-style-type: none"> • Working knowledge of visualisation software such as Power BI



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Education and Training	<ul style="list-style-type: none"> • Degree-level qualification in data analytics / statistics or related subject or equivalent relevant experience 	<ul style="list-style-type: none"> • GIS related qualification or training • Appropriate qualifications/ training in use of analytical software and tools
Other Requirements	<ul style="list-style-type: none"> • A commitment to own development and to supporting training and development initiatives. • Must be mobile / have access to a car to attend business meetings at other sites / locations within the district on a regular basis. • Flexible and willing to work outside of normal working hours. • Promote positive communication across the organisation, encourage constructive relationships and transformation of the way we work. • Committed to data quality. • Requirement to work across East Suffolk sites as appropriate. • Committed to partnership working. • Post subject to DBS check 	