Job Profile

Position Details	
Post	Senior Information Analyst
Service Area	Business Intelligence & Performance
Reports to	Business Intelligence & Performance Manager
Grade	PO4-5
Job Family	To be completed by HR

Role Purpose

The Senior Information Analyst will draw on their data skills to analyse key issues relating to the Council, such as housing, health, economy and/or community safety. By providing the Council with critical analysis on the borough, as well as projections for the future, the Senior Information Analyst will ultimately help to ensure that Haringey Council and its work are driven by high quality intelligence and insight.

The role involves high profile statistical analyses/ modelling including demographic projections and using data visualisation techniques to translate need and related socio-economic and equality information into valuable insight. The post holder will use this insight in the delivery and review of strategic plans, objectives, outcomes and targets and to inform policy.

Relevant background of a suitable candidate might include; research, project management, business/ transformation analysis or specialist knowledge in the local government or business intelligence sector.

The role would suit a leader with a proven track record of building relationships at senior level to enact change. It would suit an analytical thinker or experienced analyst with a desire to potentially manage a small team of analysts and someone who enjoys creating insight to inform strategic planning and improvement.

Main Responsibilities

1. Undertake statistical analyses and modelling for the Council including trend analyses, projections, in-depth profiles and needs assessments to inform policy, commissioning and service planning and improvement.

2. Have specialist knowledge and be able to undertake analysis in one or more of the following areas: economy and skills, crime statistics, social care, drugs and alcohol, housing and environment.

3. Be able to adapt to working on different topic areas and work closely with teams from across the Council to understand their needs, providing data and analysis that answers a range of research questions.

4. Work with colleagues and build networks to promote the Business Intelligence and Performance team within the Council, as a source of high quality research and insight.

5. Be able to communicate data and research in clear and creative ways and to a range of audiences at all levels of the Council, ensuring that high quality evidence is both accessible and engaging.

6. Co-ordinate and support the collation and submission of national and statutory statistical returns as required including analysis of outcomes and published datasets.

7. Develop and maintain policies, procedures and standard practice in the use of information, including data capture, maintenance, sharing and production of data and metadata, and produce and maintain documentation to support this.

8. Demonstrate understanding and awareness of the social and political context in which the Council works, including that we are working with people from diverse backgrounds, and ensure that this is reflected in all work produced and personal contact along with adherence to the Council's policies on equality and equal opportunities.

Generic Responsibilities
1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT to meet the requirements of the job and to undertake training and courses as agreed with the Line Manager. 4. Prioritise and be able to work on one's own initiative and progress plans within agreed time scales and deadlines with managerial support for more complex duties. 5. Respond to a variety of requests at short notice, and any other temporary duties consistent with the basic duties and/or objectives of the post, which may not seem immediately relevant to the post holder. 6. Develop own skills and capabilities through performance appraisals, including participation in assessment and review of competencies, setting and monitoring of progress on objectives and personal development plans.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Knowledge	
• Knowledge of statistical and information analysis	Essential
• Specialist knowledge in one or more of the following areas: crime statistics, social care, public health, local economy, housing and environment	Essential
• Knowledge of the main issues currently facing Local Government	Desirable
• Understanding the demands and needs of operational managers	Desirable
Qualifications	
• Educated to degree level in a numerate or social science subject, or equivalent professional experience	Essential

Skills	
• Ability to analyse and interpret large amounts of data and prepare reports and briefings on the findings. Ability to conduct research, collate evidence and derive insight to drive service improvement.	Essential
• Ability to communicate at all levels, verbally, in writing and using information technology as appropriate, to Members of the Council, Officers, members of the public and a variety of outside organisations including Government Departments, Local Authority Associations both local and national	Essential
• Strong analytical and numerical skills. High level of IT skills	Essential
• Ability to manage complex work programmes to strict deadlines under limited supervision. Strong planning skills with ability to manage interdependencies and conflicting demands	Essential
• Sets clear objectives for own work and develops effective plans to achieve objectives	Essential
• Actively pays attention to the needs of customers and stakeholders including ability to work collaboratively and develop strong working relationships.	Essential
• Strives to ensure prompt and effective delivery of services to customers and stakeholders.	Essential
• Personal and professional demeanour and credibility which commands the confidence of senior officers, members, staff, external partners and other stakeholders.	Essential
• Commitment to the Council's vision and an ability to model behaviours explicit in the Council's core values and organisational beliefs.	Essential
Experience	
• Experience of working in local government or other large, multi-functional organisation or knowledge of main issues facing Local Government	Essential
• Establishes and communicates high expectations of performance, including setting an example to others	Desirable
• Proven experience of undertaking research, analysing information, making recommendations and preparing detailed reports	Essential
• Experience of working effectively with senior officers and communicating complex cross-cutting messages effectively including use of data visualisation and storytelling techniques	Essential
• Experience of project managing, co-ordinating and leading a team to secure successful outcomes	Desirable
• Experience of planning, prioritising and organising your own workload as part of a team to tight deadlines	Essential
• Organising, planning and servicing meetings	Essential
• Makes effective and efficient use of resources to achieve results	Essential

• Actively builds relationships with other staff and partnerships with other organisations	Essential

Main Contacts & Other Information
<u>Main Contacts:</u> 1. Performance and Business Intelligence Manager 2. Assistant Director of Commissioning 3. Other Information analysts including those in the performance team 4. Senior Leadership Team and Corporate Management Group 5. Key partners and stakeholders including policy officers <u>Other Information:</u> This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.

Organisational Structure

Haringey LONDON

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	√			
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.
If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	100%	Use of a computer.	Yes	80%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	Yes	75%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Potentially Yes Use of Mosaic social care database or business objects reporting to extract sensitive data. Candidate is responsible for safe handling of the system information and adherence to the Data Protection rules/ guidelines.
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
N/A