Job Description: Data Analyst - Research & Information

Reports to: **Research & Information Manager**

Directorate/Team: **Workforce, Leadership & Productivity/Research and Information**

Grade: **Grade 4**

Job Purpose:

Devise and deliver data and associated analytic services. Provide access to data and analysis, to appropriate and well communicated standards, to the Local Government Association (LGA) and the local government sector.

Core Accountabilities:

1.   Provide effective, high quality data and analytic services, to support key sector priorities such as the Inform performance data service, and LGA Business Plan priorities.

2.   As a member of the Research and Information team, contribute to the design and delivery of assigned data and analytic projects and programmes within resource and budget allocations that deliver the LGA's business plan and help councils meet their challenges and priority outcomes.

3.   Contribute to the development of networks and partnerships that are of value to the LGA and work to maintain a positive reputation for the Group with local authorities, central Government, partners and stakeholders.

4.   Arrange meetings, seminars and produce papers, and follow up actions as required.

5.   Work as part of a team, contributing towards building a culture of flexible and collaborative team working to ensure that the LGA meets its business objectives and responds effectively to new or changing requirements.

6.   Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.

7. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

1. Contribute to the development and delivery of the Inform performance data service to local government, supporting LGA work on data policy such as Census 2011, data for sector self

LGG0247, LGG0248, LGG0346, LGG0494

regulation and self assessment, and the transparency agenda, serving particular group needs, for example around workforce data and analysis, and providing LGA Strategy and Communications with reliable data and analysis.

2. Ensure that customer data and analytic requirements are established, segmented, understood and met through the design and delivery of effective services.

3. Source and communicate latest relevant data and analysis in relevant form to customers, including relevant international experience.

4. Develop constructive working relations both with data gathering / providing organizations including Office for National Statistics and Government Departments to ensure sector access to the data, and with local authority sponsored or funded research organizations such as CIPFA and other benchmarking groups to achieve better co-operation and collective use of assets and systems to achieve this.

5. Support LGA work on data and transparency policy.

6. Working with colleagues in the LGA and beyond, specify and agree the delivery of necessary technology enablers including web based services in order to best meet organizational information needs and strategic objectives.

7. Ensure effective quality assurance across all central body data and analytic.

8. Lead where necessary on data protection and related legislative requirements.

Relevant Contacts:

Local authorities
Officers and members
LGA
LGA members
Political Group Offices
Member services
Programme teams
Strategy and Communications
Other
Central Government Departments
Liberata staff
External organisations, partners, stakeholders

Person Specification: Data Analyst – Research and Information

Qualifications (or equivalent)	Degree or equivalent
Knowledge and experience	- A broad understanding of local and/or central government and how they work. - Experience of managing a complex workload, preparing plans and meeting deadlines and milestones. - Experience of using project management approaches and principles across multiple projects - Expertise in research, analytic techniques and data sources, and ability to apply these to support the needs of politicians and officials - Experience of a range of software packages including Word, Excel, Powerpoint, e-mail and the internet. - Experience of researching data from a range of sources and of compiling clear, comprehensive papers. - Experience of organising meetings, events or other activities.
Skills and abilities	- Ability to assimilate and co-ordinate complex data and analysis to produce clear conclusions and advice that identifies consequences and, where possible, causal relationships. - Ability to engage with customers and stakeholders to understand their needs. Considers the impact conclusions or advice will have on customers / strategies / policies. - Excellent written skills, with the ability to accurately summarise and convey complex information. - Excellent oral and influencing skills, with the ability to give clear advice on procedural issues. - Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level, and to demonstrate political neutrality at all times. - Good interpersonal skills, with the ability to deal with members, other clients and colleagues with courtesy, tact and sensitivity. - A demonstrable commitment to customer care. - Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy - Excellent IT skills, including Word, Excel and Powerpoint with the ability quickly to learn new packages as required. - Ability to work as part of a team and to support others.

	- Flexible approach to work, with a keenness to adapt to meet changing work requirements - A positive, "can do" attitude