Job Description
For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Data Analyst (Public Health)	JEID	M0076
Salary Grade:	Scale H		
Team:	Business Intelligence Service		
Service Area:	Commissioning Support Unit		
Primary Location:	Warwick		
Political Restriction:	None		
Responsible to:	Business Intelligence Lead		
Responsible for:	N/A		

Role Purpose

The Data Analyst role will support the Test & Trace and Population Health Business Intelligence work programme within the Population Health & Economy team.

You will also work closely with a dedicated multi-disciplinary incident management and prevention team which will enable Warwickshire to continue to effectively fight the COVID-19 virus, closely supporting colleagues working on our Test & Trace programme locally as well as working with partners across Warwickshire, Coventry and Solihull.

The ideal candidate will be proficient in Microsoft 365 products, especially Excel and Power BI, although training will be provided on the latter if required.

Drawing on a background of data collection, analysis and presentation, gained either through degree-level study or experience in a similar role, you will use your skills to identify trends, interpret contextual and service data and present findings. The insight and recommendations you make will inform strategic and operational decision-making.

The role is likely to involve creating business intelligence reports, using Power BI to provide the organisation with high quality, timely and interactive intelligence and insight.

Candidates for this role should be able to collate and analyse data from a wide variety of sources and be able to extract succinct information and evidence. An ability to present information to a variety of audiences in written, verbal or graphical form is crucial, as is an ability to work well both as part of a

team and on your own initiative. The candidate will also be required to have good interpersonal skills, and the ability to build and maintain relationships across a variety of services and agencies.

The role is located within the Business Intelligence Service, alongside other analytical roles, and the postholder will work closely with colleagues in order to apply best practice analytical techniques.

Role Responsibilities

1. To collate, manage and analyse relevant datasets to inform the Population Health Business Intelligence work programme.

2. To creatively utilise a variety of analytical techniques in order to draw inferences and make recommendations to support the ongoing COVID-19 response, the Test & Trace Programme and Public Health more broadly.

3. To utilise the organisation's Data & Analytics Platform and build business intelligence reports using Power BI.

4. To identify information/intelligence gaps that impact on our ability to understand an issue.

5. To proactively identify and evaluate new sources of information that will add value to analytical products.

6. To present analytical findings in verbal, written and visual formats to both internal and external audiences.

7. To build and maintain relationships with internal service areas and external agencies to understand business intelligence requirements and facilitate the exchange of information.

8. To maintain an awareness of developments within business intelligence and apply that learning to enhance analytical outputs.

9. To inform the on-going development and design of relevant information systems.

10. To represent the Business Intelligence Service in meetings.

11. To work flexibly across the Business Intelligence Service, supporting the business intelligence needs of different parts of the organisation as requirements and priorities change.

12. To deputise for the Business Intelligence Lead when necessary.

13. To work collaboratively with colleagues across the Commissioning Support Unit in our role ensuring the council effectively uses robust evidence as the basis for its decision making.

14. To contribute positively to the development of a customer-focused culture, promote the Council's vision, outcomes, and core priorities and demonstrate the organisation's agreed behaviours ('Our Behaviours').

15. Any other duties allocated by the Business Intelligence Lead which are within the scope of the grade.

16. To carry out duties in accordance with the Council's Information Security Standards and Human Resource Policies; compliance with the Data Protection Act, Freedom of Information Act and any other relevant legislation that directly affects service delivery.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed by:
● Educated to degree level or equivalent, or with relevant experience in analytical roles	A, I
● Experience of analysing information from a variety of sources in order to draw inferences and make recommendations	A, I, T
● Extensive experience of Microsoft Office software (particularly Word and Excel), to manage, analyse and present information	A, I, T
● Considerable experience in using information systems to extract data, and the use and manipulation of datasets and spreadsheets	A, I, T
● Able to research and analyse large amounts of information and extract salient points	A, I, T
● Experience of verbal, written and graphical presentation of information	A, I, T
● Able to communicate information in an attractive, clear and structured format, and be able to adapt information to various audiences	A, I
● Be well-organised, flexible, open to change and willing to learn	A, I
● Able to build and maintain relationships across a wide range of services and agencies	A, I
● Able to work individually, and must have the ability to produce quality work within tight deadlines.	A, I
● Able to work as part of a team in a dynamic environment	A, I
● Able to organise time effectively and prioritise the workload in line with organisational objectives	A, I
● Able to respect the confidential and sensitive nature of personal information	A, I
● Have a good understanding of data confidentiality, information governance and security	A, I
● Able to travel independently across Warwickshire	I

Desirable Criteria	Assessed by:
● Experience of providing business intelligence outputs through reporting software such as Power BI	A
● Experience of GIS software such as QGIS, MapInfo or ArcGIS	A
● Knowledge of local authority services such as social care, education or public health, and the ability to apply that knowledge to business data and information	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
☐	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐	Working at height/ using ladders on a regular/ repetitive basis	☐	Restricted postural change – prolonged sitting
☐	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
☐	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
☐	Rotating shift work	☐	Manual cleaning/ domestic duties
☐	Working on/ or near a road	☐	Regular work outdoors
■	Significant use of computers (display screen equipment)	☐	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	☐	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids	☐	Face-to-face contact with members of the public
☐	Other (please specify):		