Role Title	SLI Intelligence analyst & visualisation specialist
Service	BI Service
Reports to	Families performance and information manager
Responsible for	Delivery of ALDCS Sector-led Improvement Data Analysis
Pay Scale	PO7

Purpose

To lead on the data analysis content of the ALDCS Sector-led Improvement (SLI) work (ALDCS is the Association of London Directors of Children's Services)

Generic Accountabilities	*End Results/Outcomes*
Lead, develop and deliver on the objectives of the ALDCS SLI work	Required outcomes are delivered to relevant quality standards within agreed timescales and budgets
	Stakeholders are appropriately engaged in developing the priority, objective and products of the project
	Stakeholders and customers express high levels of satisfaction with the products provided by the project
Ensure relevant strategies and policies are developed, agreed, implemented and reviewed	All necessary strategies and policies are in place, amended as necessary to reflect the aims and outputs from the project and achieving the required impact
	Changing priorities and external requirements are anticipated and addressed
	Opportunities for innovation and transformation in the design and delivery of the project are identified and maximised
Ensure systems, processes and procedures are in place to meet all relevant strategic, operational, corporate and legal requirements	The project is compliant with all relevant legislation, regulations, codes, requirements, standards and guidelines
	Compliance is measured, monitored and reported
	Risk is managed. All necessary contingency plans are in place
	Action is taken to swiftly resolve any issues
Manage the resources provided to enable the project to meet or exceed its objectives	Resources are efficiently and effectively deployed
	Budgets and financial risks are monitored and managed in line with organisational requirements
Develop opportunities for partnership working within and outside the Council. Lead on relevant partnerships between the Council and other public sector organisations	Delivery of the function is supported or achieved through partnership working with others
	Partnerships are effectively led. Accountabilities are clear. The Council's interests are protected
	Best practice is identified, promoted and shared within the organisations sponsoring the project
Develop and manage stakeholder relationships. Ensure the function has a positive and effective relationship with stakeholder	Good working relationships are established, fostered and sustained
	The function is improved through learning from feedback, including from service users
	The Council is professionally represented on relevant local, regional and national forums

Act in accordance with all policies and procedures applying to the role and understand the reasons for this	All policies and procedures are complied with (e.g. the Council's Equal Opportunities Policy)
Job specific Accountabilities	*End Results/Outcomes*
Produce a regional tool for the graphical analysis of the national Regional Improvement Alliance (RIA) dataset	Innovative ways of presenting data are developed using specialist knowledge on the effective presentation of data - based on the work of luminaries in this field such as Edward Tufte & Stephen Few.
	A sophisticated data analysis tool to automate the process of presenting RIA data in a graphical format is developed.
	Demonstrations of the use of the tool are given to the performance, data and intelligence staff in the ALDCS region
	A full set of guidance/ detailed notes about the Graphical Analysis tool are produced
	The tool is maintained and adapted to take into account changes in the specifications and/ or requirements of the RIA dataset and/or ALDCS SLI requirements
Produce quarterly data & performance information to deliver SLI performance information to staff at all levels	Produce quarterly data & performance information compiled from the data submitted by London data managers
	Produce quarterly and annual analysis of trends based on the range of indicators agreed by ADCS and ALDCS and drawing from local and published data
	Give regular feedback to the project manager and Lead DCS' for the sub-regions of any items of significance (eg. sudden regional/London-wide changes)
	Work with colleagues responsible for ChAT to look at how we adopt the CHAT approach London-wide; to obtain the 'raw data' required for the dashboards directly from the London Boroughs in the most efficient way. This will support peer-challenge, self-assessment activity and enable monitoring for signatures of risk etc
	Provide periodic feedback to individual data managers about the data submitted (inconsistencies, anomalies etc)
Support the Deep Dive work required for the ALDCS SLI work at a regional and or sub-regional level	Using extensive personal knowledge & experience in the specific service delivery area, desk-based research using DfE & other organisations' statistical releases and the local data, knowledge & experience of the relevant stakeholders, produce the data and analysis to support the Deep Dive work
	Devise a performance management model for collecting the data required for each Deep Dive from the relevant staff across the region or sub-region

	Work with the SLI Project Manager to coordinate the Deep Dives
	Present and or support the presentation of Deep Dive analysis at regional or sub-regional meetings
	Reports and briefings for stakeholders on the Deep Dive analysis, together with any proposals for changes, amendments or alternative arrangements are produced as required
Promote, advocate and be an ambassador for the ALDCS SLI work, its aims and principles	Regular updates, briefings and reports are produced and made available to stakeholders, outlining progress made on the overall SLI work and specific elements as relevant
	Presentations on aspects of the project are produced and delivered as required by stakeholders or as part of engaging people with/ raising awareness of the project. This may be at a local, regional or national level
	Engagement is made with Council Leaders, Senior management, performance other staff and other groups to stimulate and motivate interest in, and support of, the SLI work and any other shared objectives
	The post Holder maintains an awareness of new opportunities for innovation and other funding to support the on-going development of the products and aims of the SLI work. The required materials to support and elicit the necessary organisational commitment to support bids for such additional funding are produced as appropriate.

Nature of Contacts

Frequent contact with members, directors, heads of service, and senior representatives from external organisations in the public sector including the London Information Exchange Group, The National Performance and Information Managers Group, London Council, the London Government Association

Procedural Context

Reports to Families performance and information manager……...

Responsible for overseeing and co-ordinating a specialist area. Required to lead new developments in this area, including the development and implementation of new services, policies, procedures, programmes, projects and initiatives.

Responsible for managing sensitive situations and issues, including matters that are politically sensitive

Key Facts and Figures

Responsible for the delivery of a project sponsored by the Department for Education and the ALDCS

May have delegated responsibility for budgets to deliver specific programmes and projects

Resourcing

Budget Responsibilities: There is a small budget attached to this project for data applications, tools and sundry expenses to facilitate the successful delivery of the project. c£5-10,000. The post holder will be expected to propose how this can be most efficaciously used and to monitor spend.

Supervisory Responsibilities: There are no direct staff supervisory responsibilities

Competency Level – Principal Officer
Knowledge, Skills and Experience
Extensive knowledge in developing data and intelligence tools, products and frameworks in Local Government organisations, with evidence of specialist knowledge and work responsibilities appropriate to the role
Advanced statistical and analytical skills, including (for example):   - Use of spreadsheets, databases, statistical analysis packages to analyse and manipulate large and complex datasets (e.g. Excel, Access, SPSS, Business Objects, SQL, SSRS, Power BI, Crystal Reporting or equivalent)   - Advanced knowledge of statistics, including regression analysis   - Use of Geographic Information Systems (GIS)   - Understanding of data validity and reliability issues
Project management experience including the use of PRINCE2 and MS Project
Highly numerate, with excellent analytical and problem-solving skills
Ability to communicate effectively using a wide variety of media and methodologies, including written, oral and visual means of communication
Highly developed data visualisation skills and experience
Well-developed interpersonal, persuasion and negotiating skills
Ability to think strategically
Experienced in working closely with, advising and influencing members, senior officers and stakeholders
Excellent manager of people, with the ability to mobilise resources effectively and motivate others to deliver on objectives
Experience of successfully delivering programmes or projects
Self-motivated, enthusiastic and driven to achieve success
Creative and innovative
Politically astute
Resilient in the face of contradicting priorities and a demanding workload
Demonstrable commitment to equal opportunities and equality in employment and service delivery
Indicative qualifications
Educated to degree level (including a significant statistical element to the qualification)   Project management accreditation or equivalent
Certificates or other awards in the use of SPSS, Coding (Business Objects, SQL, Crystal reports) and GIS or equivalent (evidence of corporate training and/or demonstrable advanced proficiency in use).

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities that may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.