

Job Description



Job Title: Data Analyst	Service Area: Digital, Data & Digital Democracy	
Directorate: Digital	Post Number: 32464	Evaluation Number: 7166
Grade: PO6	Date last updated: January 2024	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Protecting our Staff and Services

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Corporate parent

Every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Purpose of Job

The post holder will collaborate with council representatives to understand business requirements, facilitating advanced data analytics and report creation using R, Python, SQL/T SQL, or BI functionality. Employing initiative and fostering close customer relationships, they will proactively identify and resolve data issues, as well as recognise and address gaps in core data and reporting.

Job Context

- The post holders will report to the Head of Data.
- To create, develop and maintain a suite of automated performance reports.
- The post holder will have the responsibility to mentor Data Analyst apprentices.

- The post holder will have regular contact with the senior managers in delivering key corporate functions for the relevant services.
- The post holder may be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to ensure appropriate representation of the Council with residents, the Mayor and elected Members, and external bodies.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Provide knowledge and expertise in R, Python or SQL for data analysis and manipulation as part of the analytics delivery for the data hub team to achieve the best outcomes for the organisation.
2. Where required for your portfolio of work, you will manage the reporting and business intelligence as required for the submission of statutory data returns ensuring the council's statutory duties are discharged effectively and efficiently.
3. Engage with directors and senior managers to gain an understanding of the current and future requirements of automated performance reporting using Power BI.
4. Contribute to the achievement of the Council's vision, values, and strategic objectives by providing technical knowledge in Microsoft Azure within the service and across the Council, specifically regarding data storage, extraction and transformation.
5. Using data from various service systems, databases, data marts and external sources to prepare clear, accurate data models and automated performance reporting services, briefing papers, and reports for Directors and senior managers.
6. Provide technical data analysis and business intelligence reporting knowledge and expertise to Directors as part of their process to formulate strategy, policy, or performance frameworks that align with corporate and service objectives.
7. Ensure quality and timely delivery and assist in enhancing reporting methodologies by staying up-to-date with industry best practices and emerging trends in data analysis.
8. Pro-actively use all data repositories, tools and services available to the Data Hub team to prepare clear, accurate and, where possible, automated reporting services, briefing papers, analytics and reports for Senior Council Leadership and all other requested areas.
9. Manage relationships with key stakeholders at project level including elected Members and Board level Directors.
10. Any other duties commensurate with the grade of the post and as requested by the line manager.

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IMPORTANT INFORMATION FOR APPLICANTS	
The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.	
CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE AND EXPERIENCE:	
Experience of collaborating with senior managers to identify business requirements for data analysis and automated business intelligence reporting.	Application and Interview
Proven knowledge of the regulatory framework surrounding people data and expertise in data protection for handling, storage, and reporting.	Application and Interview
Experience in utilising Microsoft Azure for data storage, extraction and transformation.	Application and Interview
Experience in working with SQL Server, processing, manipulating, and analysing large datasets using R, Python, or SQL/T-SQL.	Application and Interview
Experience in designing and developing interactive dashboards in Power BI or R Markdown.	Application and Interview
Experience in data modelling, DAX (Creating measures including time intelligence), and Power Query/M query.	Application and Interview
Experience in creating, testing, maintaining, and updating automated business intelligence reports for business/service.	Application and Interview

<p>Knowledge of the local government or comparable public sector environment.</p> <p>Proven experience in working effectively with a diverse range of stakeholders, including elected members.</p> <p>Proven experience in analysing data to identify trends and patterns, challenging current practices, and delivering actionable insights to senior stakeholders.</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p>EDUCATION/QUALIFICATIONS</p> <p>Degree in a related subject area is desirable.</p>	<p>Application</p>
<p>SKILLS AND ABILITIES: ESSENTIAL</p> <p>Strong experience of using SQL/T-SQL, SQL server, Power BI tool and advanced excel to create, test, implement and maintain automated business intelligence reports.</p> <p>Strong analytical skills in R or Python with an ability to gather and analyse data to understand the business context, extract key points and draw conclusions to make recommendations.</p> <p>Experience of using Microsoft Azure and maintaining data marts and service systems data to prepare clear and accurate automated performance reporting services, briefing papers and reports for Directors and senior managers.</p> <p>Excellent negotiation skills and the ability to influence decisions and processes that affect Newham.</p> <p>Excellent communication skills to engage with directors and senior managers to gain an understanding of the current and future requirements of performance reporting.</p>	<p>Application and Test</p> <p>Application and Test</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to communicate complex data and models to senior management and elected members to effect change across the organisation.</p> <p>Strong organisational ability, including a capacity to work</p>	<p>Application and Interview</p>

<p>both independently and as part of a small team.</p> <p>Ability to be flexible, adaptable, proactive and to display leadership, initiative and good judgement.</p> <p>Ability to challenge current practices and drive service improvement through the effective analysis and presentation of data to key stakeholders.</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p>OTHER SPECIAL REQUIREMENTS: This post is subject to an enhanced DBS check</p>	<p>Satisfactory clearance at conditional offer stage</p>