

CHILDREN AND FAMILY COMMUNITY SERVICES
SAFEGUARDING AND QUALITY ASSURANCE TEAM

DATA ANALYST

EGII

JOB DESCRIPTION

JOB SUMMARY:

This position provides an exciting opportunity to work alongside the Safeguarding and Quality Assurance Team supporting service development and improvement across the Children's Social Care system.

The post holder will lead on improvement activities in the provision of data, information and intelligence, in order to provide the organisation and partners with effective insight to inform effective policy implementation and efficient service design and delivery.

MAIN DUTIES AND RESPONSIBILITIES:

- Work alongside other key staff within the Safeguarding and Quality Assurance Team and other key stakeholder' supporting data reporting, research and analysis.
- Use and have responsibility for the tasks falling under system administrator functionality. This will include updating code tables, rate tables, security identifiers, communications and document workflow.
- Update and maintain business systems access for all staff joining or leaving Children's Services ensuring that the administration is completed in a timely manner.
- Support the effective use of data, including predictive data analytics, information, research and intelligence, to provide effective insight to inform policy priorities and decision-making.
- Implement, maintain and manage accurate information retention systems, both manual and computerised, in a professional manner which complies with the Data Protection (Bailiwick of Guernsey) Law, 2017 and the States of Guernsey's data security directives.
- Safeguard the quality of data with a programme of data cleansing and improved accuracy as appropriate, ensuring that where records must be amended, applicable feedback is given to avoid recurrence.

- Work with partners strengthening collaboration to assess impact and share and analyse data effectively across the Bailiwick.
- Prepare and publish a range of research, intelligence and performance reports and briefings, providing evidence-based recommendations to inform strategic decisions.
- Respond to queries and provide advice and support to senior managers, members and partners regarding data and intelligence as they relate to policy or service design, transformation and delivery.
- Maintain and actively update knowledge of developments within the discipline of intelligence analysis and computer analysis software and actively promote and share learning with colleagues.

KEY CRITERIA:

ESSENTIAL:

1. Excellent written and oral communication skills in order to produce and present high quality, comprehensive documents.
2. Data analysis and reporting skills covering all types of information and intelligence to facilitate meaningful recommendations and reasonable conclusions.
3. Good analytical skills with the ability to design, manipulate and analyse data in order to make appropriate recommendations, justify decisions and influence change.
4. Good presentation skills, with the confidence and ability to give formal briefings to both internal and external stakeholders.
5. Excellent working knowledge of analytical products such as Analyst Note Book, Digimap and Microsoft Office products such as Excel, Word and Powerpoint.
6. Capacity to deal with situations when information is insufficient, contradictory or ambiguous.
7. Ability to work individually and as part of a small, dedicated team, visibly building and maintaining trust and good working relationships with colleagues across the States of Guernsey, partner agencies and other stakeholders.
8. Proven ability to act at all times with trust and integrity, displaying an excellent understanding of the need for complete confidentiality when dealing with secure or sensitive data and working in a professional manner with sensitive and/or emotive data.
9. Proven ability to maintain a high level of accuracy and attention to detail whilst working under pressure.

10. Willingness to work flexibly and be self-driven to manage own skills development via local and/or off island training in order to adapt to the increasing changes and demands of the role.
11. Proven ability to lead on the preparation and completion of data sets to meet local reporting requirements.
12. Proven ability to understand the organisation's priorities so that these can be reflected in the service's/function's plans and activities.
13. Proven ability to proactively manage own career and identify own learning needs with line manager.

DESIRABLE:

14. Current Valid Driving Licence.
15. Previous experience of working with the area of social care data.