

Job Description

Job title	Adult's Intelligence Analyst
Directorate	PEOPLE : Children and Adults
Division	Public Health
Range	MPR 4
Reports to	Senior Adult's Intelligence Analyst

Main purpose of the job:

The postholder will contribute to Medway Council's vision to enable Medway residents to get the best start, develop well, and go on to live healthy, fulfilling, independent lives by providing high-quality Adult's intelligence and information.

As an Adult's Intelligence Analyst, you will be responsible for managing and extracting data from various sources and ensuring data quality and accuracy. You will create performance dashboards and reports, ensure compliance with statutory and mandatory reporting, conduct data analysis to identify trends and insights, and deliver clear and engaging data presentations. Your role will involve staying updated with the latest data sources and analytical tools and adhering to data protection regulations. You may also assist in training and development across the directorate and participate in recruitment and induction training.

In summary, the Adult's Intelligence Analyst's role is crucial in using data-driven insights to enhance services, inform strategic decisions, and ultimately improve the lives of Medway residents.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

Data management and extraction: Regularly update core datasets from various sources, both internal and external, including databases and spreadsheets. Develop processes and build reports to the clean data and enable access.

Data quality and accuracy control: Regularly scrutinise the core datasets to check for data quality and accuracy. Implement checks to identify errors or omissions in data. This enables reliable and trustworthy analysis and reporting.

Performance monitoring: Create, maintain, and develop performance dashboards and reports to support the organisation to understand its performance.

Medway Council Job Profile

Statutory and mandatory reporting: Ensure timely and accurate delivery of data and information in the required format for statutory and mandatory returns.

Data analysis: Conduct basic data analysis to identify trends, patterns, and insights. Summarise findings to ensure that all operational and strategic decisions are evidence-based.

Data protection: Adhere to data protection regulations and council policies by following established protocols for data security and privacy in all assigned projects.

Presentation and communication: Deliver data presentations to in a clear, meaningful, engaging, and accessible manner, both verbally and in writing, tailored to accommodate both technical and non-technical audiences.

Best practice and innovation: Keep up to date with the latest data sources, emerging analytical tools, and current national evidence to produce innovative intelligence that reflects best practice.

Training and development: Assist in the training and development of others across the directorate in basic information and intelligence skills to disseminate knowledge and best practice. This may also involve participation in the recruitment, induction training and development of interns and apprentices.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Medway Council Job Profile

Organisation:

This role reports to the Senior Adult's Intelligence Analyst.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Medway Council Job Profile

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- Good general level of education (five GCSEs grade 4-9/A*-C or equivalent, including Maths and English).

Level B (in addition to level A criteria)

- Recognised qualification in numerate discipline, e.g., mathematics, statistics, information systems, etc.

Level C (in addition to levels A and B)

- Evidence of continued professional development.
-

Knowledge

Level A

- You understand basic statistical concepts and can perform simple calculations such as mean, median, and mode.
- You can create basic charts and graphs using common software tools like Excel.
- You are aware of data protection principles and understand the importance of maintaining data security.

Level B (in addition to level A criteria)

- You understand data types and how to summarise data.
- You understand how to plot data visually to display snapshots, time series and variance.
- You understand the data sources for your work; their types, provenance, context, storage and 'owners'.
- You understand the importance of performance measurement to the business and its objectives.
- You understand whether data is 'fit for purpose' and can sense check data and analysis.
- You have a functional knowledge of relevant tools, applications and systems used in your organisation, such as R, SQL, Power BI, etc.
- You know the key data protection principles.
- You understand when data can be accessed and shared and know who in the organisation to approach for advice / approval.

Level C (in addition to levels A and B)

- You understand the timeliness of data and the need for data to flow with minimal interaction.
 - You understand the role of descriptive analytics and the difference between this and inferential / predictive analysis.
 - You understand how geographical data can be displayed to show geographical features such as simple choropleth mapping using appropriate tools.
 - You understand the impact of small numbers on identifiable data.
 - You have knowledge of current Adult's interventions, services, policies, strategies, and legislation.
-

Experience

Level A

- Proven experience of working autonomously and as part of a team, with access to advice and guidance when necessary.
- Experience dealing with work-related pressure, for example, from deadlines, interruptions, or conflicting demand.

Medway Council Job Profile

Level B (in addition to level A criteria)

- Experience working within a performance or business improvement environment.
- Experience of working within Adult's Intelligence
- Experience working with Adult's Intelligence data sources.

Level C (in addition to levels A and B)

- Experience independently applying the principles of General Data Protection Regulation (GDPR) and information governance.
-

Skills

Level A

- You are numerate and computer literate.
- You can perform data extraction and manipulation.
- You recognise basic issues of data quality and can take action with guidance to prevent or counteract them.
- You apply basic techniques to transform data into information from your audience.
- You are comfortable conducting simple analyses using descriptive statistics.
- You strive to demonstrate professional values at all times.

Level B (in addition to level A criteria)

- You can use a chosen technology/tool to create or manipulate data sets and create basic visualisations, such as R, Python, Excel, or SQL.
- You are able to use specific visualisation software, such as Power BI, to produce basic visualisations, including histograms, bar charts and box plots.
- You understand how to summarise data and can explain what the different measures mean, such as rates, standardisation, confidence intervals, etc.
- You can recognise patterns, outliers, data quality issues and whether data and analysis agree with established practice and expectations.
- You are able to interpret analysis produced by others and communicate with stakeholders.
- You understand the appropriate media to communicate findings and you shape communications relevant to the audience and their needs.
- You are aware of the stringent data governance requirements in Children's environments and follow all data security procedures as directed locally and nationally.
- You build instructions into working on your own initiative whilst confirming changes with senior colleagues.
- You actively engage with members of the department in an enthusiastic but patient manner.

Level C (in addition to levels A and B)

- You approach data and analysis with curiosity and ask questions of the data and its context.
- You question the data and your own analysis.
- You are able to work with the requestor of the analysis to understand the underlying question and explain it to colleagues.
- You are able to identify sources of information to help you complete assigned projects whilst using your own initiative to show the most efficient way to complete daily tasks.
- You can identify where automation would improve processes.
- You can follow and contribute to practices and procedures describing the production of regular analyses and reports.
- You can define the context for your findings and can give appropriate recommendations.
- You are able to demonstrate mindfulness of other people's pressures and priorities.

Medway Council Job Profile

- You show aptitude and willingness to learn further.
- You present an openness and willingness to learn from those around you, and seek out opportunities to do so.
- Can supervise, co-ordinate or train other employees where required.