

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Senior Intelligence Analyst	Range 5	<p>Performance monitoring and data quality: Support and liaise on the creation, maintenance, and development of performance dashboards and reports to support the organisation to understand its performance and enhance decision making. Work with Service Area to ensure the accuracy, reliability, and integrity of data by implementing and overseeing rigorous quality control processes. Propose corrective solutions to ensure accurate and up-to-date information.</p> <p>Statutory returns and information requests: Ensure the timely delivery of data and information in the required format for statutory and mandatory returns. Interpret guidance and communicate changes to data collections to ensure accurate implementation and reporting. Support the response to Freedom of Information (FOI) requests and Subject Access Requests (SARs) ensuring these are delivered in accordance with the legal timeframes.</p> <p>Data analysis and communication: Conduct in-depth analysis to identify trends, patterns, and insights translating data into actionable recommendations for stakeholders to ensure that decisions are evidence-based. Deliver data presentations to all organisational levels in a clear, meaningful and engaging manner, both verbally and in writing, tailored to accommodate both technical and non-technical audiences.</p> <p>Data protection: Ensure compliance with data protection regulation and council policies by implementing best practices</p>	<p>Required for this level (in addition to all previous levels, where applicable)</p> <p>Sector Specific framework: National Competency Framework (NCF) for Data Professionals in Health and Care</p>	<p>In addition to level A</p> <p>Sector Specific framework: National Competency Framework (NCF) for Data Professionals in Health and Care</p>	<p>In addition to levels A and B</p> <p>Sector Specific framework: National Competency Framework (NCF) for Data Professionals in Health and Care</p>
			<p>Qualifications</p> <p>If no or limited experience:</p> <ul style="list-style-type: none"> Educated to degree level in related discipline. <p>If relevant work experience (minimum of 2 years):</p> <ul style="list-style-type: none"> Good general level of education (minimum of 2 A levels, or equivalent, in related disciplines such as maths). 	<p>Qualifications</p>	<p>Qualifications</p>
			<p>Knowledge</p> <ul style="list-style-type: none"> Understand statistical and analytical concepts and techniques. Knowledge of the key data protection principles and processes, such as including Data Protection Impact Assessments (DPIAs). Understand the impact of small numbers on identifiability of data. Understand the relational structure of the data in Power BI. Understand variability and how it affects the data being analysed. A good understanding of equality, diversity and inclusion. 	<p>Knowledge</p> <ul style="list-style-type: none"> In-depth knowledge of Service Area data, including data sources, usage and recording practices, as well as a thorough understanding of key workflows and processes. Knowledge of Service Area interventions, services, policies, and strategies. Good knowledge of relevant tools, applications and systems used, such as R, SQL, Power BI, Excel and case management systems. Understand when data can be accessed and shared and know who to approach for advice or approval. Understand different geographies and how they can be displayed using point mapping, density mapping, choropleth, isoline maps, etc. Understand how geographical boundaries relate to each other. Understand how descriptive statistics, such as prevalence and incidence, are interdependent. Knowledge of the difference between data analytics automation and data flow automation. 	<p>Knowledge</p> <ul style="list-style-type: none"> Knowledge of explicative (explanatory) statistical skills. Thorough understanding of legislation and statutory requirements relating to Service Area. Knowledge of inspection frameworks and their relevance to Service Area and ability to support in preparation. Thorough understanding of the legislation that applies to requests for information, including FOIs and SARs. Knowledge of the interrelationship between services and service areas, and ensure analysis is complementary. Understand the business context and how the results of analysis will be perceived. Comprehensive understanding of service operations, plans and strategies, and can effectively support the service in reviewing and developing them. Thorough understanding of social, economic, and health inequalities.
			<p>Experience</p> <ul style="list-style-type: none"> Proven experience of working autonomously and as part of a team, with access to advice and guidance when necessary. 	<p>Experience</p> <ul style="list-style-type: none"> Experience working within a performance or business improvement environment. 	<p>Experience</p> <ul style="list-style-type: none"> Hands-on experience with more complex analytical techniques and statistical methods.

		<p>for data security, privacy, and governance throughout analytical processes.</p> <p>Joint Strategic Needs Assessment (JSNA): Lead on the update of data and products, such as profiles and infographics, for the JSNA to ensure the current and future health and social care needs of the local community are identified, summarised, and accessible for stakeholders.</p> <p>Stakeholder engagement and project management: Support internal and external stakeholders to understand their analytical needs, define project goals, provide advice, and deliver data-driven solutions. Lead analytical projects from inception to completion with the support of senior colleagues, ensuring timely delivery and high-quality projects that meet business requirements and objectives.</p>	<ul style="list-style-type: none"> • Experience dealing with work-related pressure, for example, from deadlines, interruptions, or conflicting demand. • Experience in creating detailed analysis, comprehensive reports, and interactive dashboards. • Experience presenting complex data insights to both technical and non-technical stakeholders. • Experience of overseeing the work of others and providing training, guidance and direction. 	<ul style="list-style-type: none"> • Proven expertise in leveraging Service Area data sources to conduct complex analyses and generate comprehensive reports. • Proven experience in leading and supporting analytical projects from initiation to completion, including planning, execution, and reporting, while consistently delivering timely and high-quality outputs. • Intermediate experience using data analysis tools and software, such as Excel, SQL, R, and Power BI, for data analysis and visualisation. • Proven experience completing multiple statutory returns, ensuring timely and accurate submissions. • Proven experience supporting services to reply to requests for information, including FOIs and SARs, ensuring accuracy and compliance with legal requirements. 	<ul style="list-style-type: none"> • Intermediate experience independently applying the principles of GDPR and information governance, including supporting colleagues with DPIAs. • Experience integrating inequalities data into more complex analyses and reports, and leading efforts to advocate for better data recording on inclusion. • Experience working with cross-functional teams, including but not limited to Public Health, Children and Adults, ICT, Finance, etc., to integrate data insights across the organisation. • Experience mentoring and training junior analysts, fostering their professional development and contributing to a high-performing team environment. • Experience of developing and supporting others to complete statutory returns. • Experience supporting research, evaluations and/or needs assessments. • Experience of influencing peers and senior managers.
		<p>Innovation and excellence: Keep up to date with the latest data sources, emerging analytical tools, and current national evidence, implementing best practice to produce innovative analysis and reporting and enhance effectiveness and efficiency.</p> <p>Training and development: Support in the training and development of others across the directorate in information and intelligence skills to disseminate knowledge and best practice. Participate in the recruitment, induction and orientation of new team members, train and develop interns, apprentices, and analysts, and deputise for the Principal Intelligence Analyst as required.</p>	<p>Skills</p> <ul style="list-style-type: none"> • Proficient in the use of Microsoft packages including Word, Excel, Outlook and Team and be numerate, computer and data literate. • Strong verbal and written communication skills to convey complex information clearly and effectively. • Can extract data from multiple sources and can identify if the data is accurate and fit for purpose. • Can identify a broad range of data quality issues and perform data cleansing and consistency checks. • Can apply a range of techniques to transform data into valid and purposeful information. • Can import data into underlying data models in Power BI. • Able to describe data in an unambiguous fashion. • Can present analysis with visualisations to give clear messages. • Can translate technical concepts to a non-technical audience and are comfortable presenting appropriate recommendations. • Can shape communications relevant to the audience and their requirements using appropriate language and with awareness of 	<p>Skills</p> <ul style="list-style-type: none"> • Able to work with the requestor of the analysis to understand the underlying question and apply knowledge to plan the preferred approach to the analysis. • Can participate in discussions determining which performance measures are appropriate and can turn business needs and goals into performance measures. • Can make use of appropriate information to help analyse a range of common problem. • Able to employ a number of problem-solving techniques (e.g. root cause analysis) to identify the reason for unexpected problems and utilise a range of skills to solve these. • Can identify problems arising from databases and processes and seek out remedies and preventative measures. • Able to understand the limitations of the systems, both human and digital, from which the data arises and incorporate summary statistics to clarify the meaning of the data and variations within it. • Able to review and update analysis production methods and documentation following any changes to data, processing or requirements and employ quality assurance techniques to ensure the validity of the results. 	<p>Skills</p> <ul style="list-style-type: none"> • Able to learn from mistakes and are confident in sharing those learnings. • Can seek out development opportunities to learn both individually and as part of a team, sharing knowledge with peers, whilst building people skills into all aspects of daily routines. • Can engage with team colleagues and the wider analytical community to learn about new tools and techniques. • Can apply data governance requirements, anonymisation protocols, and follow all data security procedures as mandated. • Able to apply further explicative statistical skills in order to interpret and describe data effectively. • Can link to and produce data flow and process maps that show where automation would be beneficial. • Can utilise associated modules and add-ins to tools, such as R, Python, Excel or SQL, in order to perform complex manipulation and visualisation, data linkage and data quality. • Can lead meetings, ensuring productive discussions, clear outcomes, and effective follow-up actions. • Able to confidently represent and deputise for the Principal Analyst as directed.

			<p>bias and possible issues with commonly misunderstood terms.</p> <ul style="list-style-type: none"> • Can understand and utilise the appropriate media to communicate findings. • Can adopt the most appropriate tool for the tasks. • Able to ensure work is completed to a high standard. • Able to identify and complete tasks allocated by senior staff, documenting competency and learning in a professional body of work. • Capable of promoting the relevant professional values at all times and demonstrating compassion for both oneself and colleagues. 	<ul style="list-style-type: none"> • Can plan ahead for further iterations of any analysis. • Able to reverse-engineer existing analyses and replicate the method and results. • Can proficiently use technologies/tools, such as R, Excel and SQL, to create, manipulate, and analyse data sets, and can develop sophisticated visualisations. • Can code to a standard to conduct work independently, such as R, SQL, DAX, etc. • Can use tools to automate data processing tasks. • Can actively participate in meetings, representing the intelligence team, making meaningful contributions, and providing feedback to the team. • Able to develop and maintain positive professional relationships with internal and external colleagues, leveraging strong negotiation skills to achieve mutually beneficial outcomes. • Can proactively manage workload to ensure deadlines are met. 	
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