


GLPC Job Description

	Job Title	Assistant Analyst
	Directorate	Service Reform & Strategy
	Department	Public Health
	Grade	SO1
	Reports to	Research & Insight Manager
	Staffing Responsibility	None

Job Purpose:

To support the delivery day to day performance management and quality assurance systems for local strategies and plans within the directorate in line with legislative requirements, national and local policy and strategy.

To undertake research and analysis to help evaluate and improve understanding of need in the borough.

Principal Accountabilities and Responsibilities:

1. Supports the delivery of analytics and performance management related matters for service areas within Care, Health & Wellbeing.
2. Undertakes health and equity impact assessment, and other forms of research using modelling and forecasting techniques.
3. Supports the operational delivery of reporting frameworks, wherever possible automating flows of data and information, providing opportunities for manager to self-serve and take responsibility for their own performance and data.
4. Supports the development of a continuous process of information capture, reporting, distribution and challenge that improves operational efficiency and quality.
5. To support delivery of all national (statutory) corporate and partnership performance submissions in an accurate and timely manner.
6. Keeps up to date with major developments within Care, Health & Wellbeing, with a particular focus on how research and evidenced based approaches, performance and quality interventions can improve services for users.
7. To support systems and structures that assess, analyse and benchmark practice across the sector to improve outcomes.

- 8. To attend service DMT's when required to present information.
- 9. Model a culture of collaborative working, setting high professional standards for the delivery of Performance and Improvement support to operational areas.
- 10. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
- 11. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
- 12. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	None required
Politically Restricted	No

Person Specification

<p>Specify the qualifications, experience, skills and abilities required on the basis of the Job Description.</p>	<p>To be identified by: Application Form(A) Test/assessment (T) Interview (I) (Please indicate all that apply)</p>
<p>Qualifications and Professional Membership requirements:</p> <p>N/A</p>	
<p>Knowledge (Essential)</p> <ul style="list-style-type: none"> • Knowledge, Microsoft Word, Excel and PowerPoint • Intellectual ability to analyse and critically appraise complex information (numerical, research, findings from consultation) draw conclusions and present findings in a compelling way • Demonstrable knowledge and ability using and applying research and statistical methodologies 	<p>A/T/I A/T/I A/T/I</p>
<p>Experience (Essential)</p> <ul style="list-style-type: none"> • Employment or studying a role working collaboratively across organisational boundaries • Developing practical, innovative and creative approaches to developing and sharing research and performance management information • Co-ordinating and managing provision of research information and/or statutory and local performance indicators internally and externally ensuring the accuracy of data. 	<p>A A/I A/T/I</p>
<p>Skills and abilities (Essential):</p> <ul style="list-style-type: none"> • Communication and influencing skills to inform, consult and negotiate with a range of audiences in a straightforward, articulate, sensitive and persuasive manner, both orally and in writing. • Interpersonal ability to engage with service areas • Organisational skills to plan and prioritise their own time • Identify and encourage innovative solutions, support a “can do” culture and achieve results. 	<p>A/I A/I A/I A/I</p>

List desirable criteria:

- Educated to at least degree level or equivalent in a relevant discipline, social sciences, research & statistics, health economics etc.
- Knowledge of PowerBi or Tableau
- Knowledge of SQL, Python, R or other programming languages