


GLPC Job Description

	Job Title	Reporting Improvement Analyst (Better Care Fund)
	Directorate	Service Reform and Strategy
	Department	Integrated Care Partnership (ICP)
	Grade	PO2
	Reports to	Better Care Fund Lead
	Staffing Responsibility	None

Job Purpose:

- This role is ideal for a proactive, ideas-fuelled analyst who thrives on turning challenges into opportunities. Going far beyond the standard data analysis brief— working with a wide range of stakeholders, breaking through outdated limitations in data collection and reporting, and transforming complex data into powerful insights that help to shape how we implement and manage services.
- To expand BI capacity and drive the transformation and long-term development of data reporting with the context of the Better Care Fund (BCF) framework, spanning Adult Social Care (ASC) and health services working with multiple interconnected teams and partners across the Brent borough.
- Lead on the timely and accurate delivery of all required data reporting - monthly / quarterly / ad hoc for internal Local Authority (LA) stakeholders and external health partners including Northwest London Integrated Care Board (NWL ICB) and NHS England (NHSE), in support of schemes funded by the Better Care Fund (BCF).
- Collaborate across social care and health to identify reporting limitations, analyse improvement opportunities, and design and implement sustainable data solutions

Principal Accountabilities and Responsibilities:

1. Use data analyst skills to deliver and improve data reporting for BCF Funded schemes, improving support to operational areas and contributing to improved services for Brent residents
2. Collaborate with the BI / BCF / ICP / ASC teams, and other stakeholders to understand operational needs, existing reporting limitations, and the significant data improvement opportunities.
3. Help shape this new role (2025) to achieve maximum impact.
4. Stay upto date with developments within the BCF that impact any aspect of data reporting responsibilities or methodologies.
5. Drive the development and maintenance of systems and frameworks that assess, analyse and embed best practice across BCF funded schemes and the wider ASC portfolio
6. Lead on conducting in-depth data investigations ("deep dives") to support performance

improvement initiatives and strategic planning.

7. Collaborate with the BCF Lead in the design, development, and implementation of data-driven components of BCF delivery.
8. Design, deliver, and maintain accurate and timely data analysis and performance reports for internal stakeholders and external partners, including NWL ICB and NHSE, in line with BCF requirements.
9. Evaluate existing reporting systems and processes; identify areas for improvement and implement enhancements to increase efficiency and accuracy, meeting the needs of stakeholders.
10. Translate complex data into clear, meaningful insights using visual and narrative formats, including dashboards, KPIs, and written reports. Ensure the story in the data is told.
11. Create step-by-step documentation and guidance to ensure consistency in reporting methodology and data interpretation.
12. Where feasible, automate data flows and streamline data collection processes to improve accuracy and reduce staff time spent on manual tasks.
13. Provide technical expertise in data systems, tools, and platforms, ensuring reporting capabilities are fit for purpose and future ready.
14. Lead on all performance management work streams across BCF-funded schemes, ensuring data supports effective decision-making.
15. Support operational managers to develop ownership of performance information and embed a culture of data-informed practice.
16. Ensure all reporting and analysis aligns with local and national strategies, policies, and performance frameworks.
17. Maintain full compliance with data protection regulations, governance standards, and quality assurance standards in all reporting activities.
18. Promote and uphold the Council's values, including a commitment to achieving policies and procedures in Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available).
19. 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.
20. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
21. Undertake any other duties commensurate with the general level of responsibility of this post, as required.

DBS Status	Not required
Politically Restricted	No

Person Specification

	To be identified by: <i>Application Form(A)</i> <i>Test/assessment (T)</i> <i>Interview (I)</i> <i>(Please indicate all that apply)</i>
Qualifications and Professional Membership requirements: Degree not essential, but strong numeracy and significant experience in a similar quantitative role is required.	A / T / I
Knowledge (please specify all essential criteria): <ol style="list-style-type: none"> 1. Evidence of Continuing Professional Development (CPD) 2. Knowledge and understanding of the major factors, influences and challenges facing local government / health system. This may not be specific to ASC, but a similar system. 3. Knowledge of the application of business intelligence and research techniques, methodologies and tools to support service delivery and improvement. 	A / I A / I A / I

Experience (please specify all essential criteria):	
1. Co-ordinating and managing provision of statutory and local performance reporting, ensuring accuracy, timelines, and clear presentation of the data for internal and externally stakeholders.	A / I
2. Delivering cross-organisational performance management and improvement initiatives including performance and efficiency reviews leading to improved reporting delivery.	A / I
3. Supporting effective delivery of service/business plans to meet performance targets, managing and mitigating risk.	A / I
4. Applying a range of techniques, methodologies, and tools to support service improvement programmes targeted at operational effectiveness including service and process redesign and re-engineering, implementation of new ways of working and implementation of new operational models.	A / I
5. Building and maintaining positive relationships with stakeholders and partners across all levels and sectors to support key objectives and collaborative working.	A / I
6. Experience of working in SQL (basic / intermediate level), Business Objects or similar reporting tool (essential) and Power BI environment (essential).	A / I
7. Basic knowledge of 'R' and Python (desirable)	A / I
8. Confident using Microsoft Office including Excel.	A / I
9. Experience in using Mosaic or similar health and social care case management systems.	A / I
10. Familiarity with or understanding of Optica reporting system or similar (desirable)	A / I

Skills and abilities (please specify all essential criteria):	
1. Excellent communication and influencing skills, able to engage effectively, with a wide range of stakeholders at different levels and build positive relationship quickly.	A / I
2. Strong organisation skills, capable of managing competing priorities and deadlines with a structured and methodical approach ensuring the delivery of regular and accurate reporting to internal and external stakeholders / partner organisations.	A / I
3. Creative and practical problem-solving skills, developing innovative approaches to sourcing information, designing solutions and presenting finding to diverse audiences.	A / I
4. Intellectual ability to analyse and critically appraise complex information, draw meaningful conclusions and present findings in a compelling and accessible manner.	A / I
5. Identify and encourage innovative solutions, always striving for the best possible outcomes and quality of output, whilst demonstrating a 'can do' attitude.	A / I
6. Technologically literate, comfortable working with business intelligence tools and data reporting systems to enhance service delivery.	A / I
7. Work with colleagues in similar roles to share ideas and best practice supporting continuous improvement for all	

List desirable criteria:	
1. Having a curious mindset and eager to take initiative in shaping and developing a new role.	A / I
2. Enjoys career and personal development, keen to develop existing and learn new skills and a greater understanding of the wider health and social care systems.	A / I
3. Takes pride in producing high-quality, impactful work that meets or exceeds expectations.	A / I
4. Approaches challenges with a positive mindset and consistently goes the extra mile to find solutions and support stakeholders in achieving their KPIs.	A / I