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| Service and job specific context statement | |
| **Directorate:** | Central Services |
| **Service:** | Strategic Resources |
| **Post title:** | Data Intelligence Specialist |
| **Grade:** | L |
| **Responsible to:** | Data and Intelligence Team Leader |
| **Staff managed:** | None |
| **Date of issue:** | June 2020 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| As a Data Intelligence Specialist, you will be joining a multi-disciplinary analytical team with a pivotal role in contributing public health intelligence. You will possess a range of skills and experience including strong analytical and information design ability, excellent written and verbal communication skills, project management, partnership working and negotiation. The ideal candidate will have a background in a public health or health environment and experience of analysis using SQL, Microsoft Power BI and / or 'R'.  You will support the Public Health team, the Health and Adult Social Care directorate and the wider council in distinct, often high profile areas of work. Working closely with colleagues both internally and externally, you will lead specific analytical work in order to embed intelligence-led decision making throughout the organisation. This will include working in partnership with district councils, health services, Public Health England, local voluntary and community groups and other partners.  The post holder will champion specific themes with in Data and Intelligence (e.g. Spatial, Advanced Analytics, Public Health and Visualisation), creating dynamic reporting products, facilitating product design and other specific products e.g. JSNA and focused reviews  Staff providing strategic support will also provide an integrated service across the council, with those providing strategy, policy, performance functions managed by the Assistant Director Policy and Partnerships, and those providing data and intelligence functions managed by the Assistant Director Technology and Change.  The Technology & Change Service supports the NYCC ICT infrastructure including the telephones, network and desktop, laptop and server estates, as well as providing application support, project services and consultancy to our internal customer base. The service is also responsible for the procurement of ICT equipment and services via third-parties as well as corresponding contract service level management. The service has internal service levels with the directorates and is responsible for the negotiation and monitoring of these service levels with the relevant business unit.  Technology & Change Services also coordinates ICT and change related projects to support the business, these can be small work packages or full scale implementations, and business process change projects.  The Data and Intelligence team is one of the team in the Technology & Change Service.  The service’s priorities are to provide an efficient and effective Technology & Chance Service for the organisation and assist in delivering its change and commercial agenda. The Data and Intelligence Team will have an understanding of all service areas in the authority and work closely with the services to ensure all products of the Data and Intelligence Team are accurate, timely and appropriate. |

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| **Structure** |

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| Job Description | |
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| Job purpose | The core focus of this job is to lead the development, governance and performance of data and intelligence services for the organisation. Provide Data and Intelligence expertise including health intelligence to the organisation to ensure maximum benefit from their investment through developing and maintaining BI strategy. Support the use of business intelligence across directorates to support service and organisational performance and strategy. Understand both the business and the technical aspects of Data and Intelligence ensuring they deliver the required outcomes. Drive the use of business Intelligence to support services and organisational performance and strategy. To engage in collaborative working with all stakeholders. |
| Operational management | * Deliver targets set down in the service and team plans * To resolve any service delivery issues relating to specific work items * To lead on discrete projects, development and design of datasets and intelligence relating to service areas e.g. HAS, CYPS, CS, BES, PH and undertake research where appropriate. * Adapt or design information systems to meet the needs of the service. * Support the dissemination and presentation of complex statistics and information to range of stakeholders who are non-statistical professionals in an easily accessible format via a number of different media, electronically or written reports. * Effectively manage a workload of discrete projects across multiple service areas, ensuring delivery within expected parameters * Manage data quality standards ensuring we conform to current published best practice & meta data * Proactively develop accessible tools that promote and enable ‘self-service’: enabling customers to obtain data analysis when they need it. * Work with colleagues in other intelligence networks to share and develop resources, knowledge and skills in order to improve the effectiveness, efficiency and accessibility of information and intelligence. * Analyse investigate and resolve complex statistical/analytical/epidemiological queries and issues/problems where there is a range of solutions. * Develop and maintain a knowledge of the council’s policy context to inform all data research and analysis, and act as champions of these policies communicating best practice across teams. * Provide co-ordination of and participate in relevant meetings, providing specialist data and intelligence advice and support where requested. * Meet with colleagues to plan objectives and work commitments for multidisciplinary audits and projects. * To take responsibility for peer reviewing and quality assurance of all work produced * Look for opportunities to encourage information transparency within the organisation. * Continually contribute to the improvement of processes and systems that generate analysis and insight * Develop relationships at all levels of the organisation in order to facilitate the effective usage of data insight and analysis * Represent Data & Intelligence Team both within and outside the organisation * Contribute to the definition of Business Intelligence principles and standards * Contribute to identifying, implementing and maintaining relevant business intelligence tools that are used across the authority to support project delivery and allocation of resources. * Manage staff (either line-management or project related) |
| Communications | * Communicate effectively both internal and externally to ensure opportunities for collaboration and knowledge sharing arte maximized * Work with members of the team and key stakeholders to investigate the causes of any variance from plans/targets and contribute to the implementation of solutions * Support the development of internal and external communications where required by regular contact with the teams, stakeholders and communications team * To build and maintain relations with key external stakeholders and develop channels of effective communication * To provide guidance and support to members of the team in order to ensure an efficient service is provided * To attend appropriate meetings in order to ensure the views and needs of the service are clearly represented |
| Systems and information | * To ensure operational delivery using the relevant systems and information available * To implement systems that will ensure accuracy of all data recorded * Prepare and present reports as requested to the appropriate audience including Committee, councillors and the Public * To support colleagues within the team by developing and maintaining and documenting standard operational procedures relating to data collection processes, ensuring procedures are accurate and up to date. * Identify, propose and implement changes to working practices to improve the quality of information delivery in own area. * To interpret and balance evidence from a range of sources to inform decision-making * Write and contribute to reports which will be used by others in the development of policies and services * Work, store and transmit data in accordance with data protection, Caldicott Guardian, freedom of information systems and confidentiality principles. * To provide consulting advice on a range of epidemiological and statistical issues relating to the design, conduct and analysis and dissemination of surveys and research projects. |
| Partnership / corporate working | * To promote partnership working internally and with other organisations * To represent the authority, Technology & change Service as necessary at Member and officer working parties and other internal and external meetings on Business Intelligence * Working with suppliers of 3rd party applications to deliver appropriate integrated solutions meeting the business requirements * Promote the use of ICT services through collaborative working with other public sector organisations across North Yorkshire * Develop relationships with providers of data analysis inside and outside the organisation |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Knowledge of public health (& wider determinants of health) data sources * Knowledge of appropriate service area policies e.g. Health policy * Knowledge of relevant data quality issues * Understanding of legislation: Freedom of Information Act, Data Protection Act, Computer Misuse Act, Common Law of Confidentiality, Health and Safety at Work Act, Sex and Race Discrimination Acts * An awareness of service management best practices * Knowledge of Business intelligence (Microsoft Product set) * In depth understanding of the business and technical issues associated with the analysis, design, development and support of Business Intelligence systems * Statistical knowledge * A demonstrable knowledge of the principles of effective information management and experience of applying principles | * Knowledge and experience of STATA/SPSS/SAS or other specialist statistical software. * Knowledge and experience of GIS systems and outputs * A clear understanding of best practice ITIL service management and managing deliver of ICT services, programme and projects formal methodologies such as PRINCE2 * Knowledge and understanding of the main issues relevant to service area * Knowledge of data architecture principles in relation to business intelligence |
| Experience   * Experience of analyzing, designing, developing and testing reporting products * Experience of report writing and applying statistical knowledge * Experience of analyzing and interpreting complex data * Experience of accessing and manipulating data using a variety of technologies * Experience of managing customer relationships and meeting / exceeding customer expectations * Staff management | * Experience of training other people in information skills * Experience of working in ICT, business change or Public Health in public sector * Knowledge and experience of managing and delivering complex projects * SQL, Web source, JSON, XML and API knowledge |
| Occupational Skills   * Familiarity with a range of health science skills. * Excellent organisational and administrative skills * Ability to prioritise own workload and articulate decision process / rational * Negotiating and influencing skills * Excellent written and verbal communication skills with experience in disseminating information via written reports and presentations to a wide range of audiences in terms of both size and composition. * Ability to work independently and as a member of a team * Ability to establish effective working relationships, both internally and with a range of external organisations * High level of professional integrity * Able to scan horizon and see impact on policy development * Work well against a background of change and uncertainty * Attentive to detail * Works well under pressure * Ability to use complex data ethically and evidence key decisions. * Ability to lead by example and demonstrate a ‘customer care’ approach * Ability to make evidence based decisions within own area of responsibility * Ability to problem solve and find pragmatic solutions * Ability to communicate effectively. * Ability to manage staff (matrix / project / line-management) | * Skills in epidemiology, qualitative and quantitative research, audit, health economics |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Degree level qualification in related field * General ICT Technical training | * Postgraduate masters level degree in related area * ITIL V4 Foundation certificate * Project management qualification |
| Other Requirements   * Ability to travel across North Yorkshire * Ability to attend meetings outside of normal business hours |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.