**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Information Analyst (Education) |
| Salary Grade: | £33,366 Grade 9 |
| Hours: | 37 |
| Team: | Performance and Information  |
| Service Area: | Transformation, Digital and Customer Experience  |
| Primary Location: | Hybrid working with the primary location County Hall, Oxford  |
| Budget responsibility: | None |
| Responsible to: | Senior Information Analyst |
| Responsible for: | None |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.To support customers by sourcing, compiling and analysing accurate and up to date information to provide an evidence base for commissioning, service provision, management information and performance management to support continued improvement and outstanding services.  To contribute to the collection and timely submission of statutory statistical collections  To provide statistical information and analysis to councillors, operational managers, commissioners, central government and inspectorates.  To ensure that all relevant county policies and procedures are adhered to and concerns are raised in accordance with these policies. |

## Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.

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| 1. Ensure the completion and timely submission of statutory returns to the DfE.
2. Co-ordinate the process of data collection and reporting in relation to statutory returns, ensuring that deadlines are met.
3. Source, compile and analyse data in order to produce and present reports in compliance with council strategy and policy e.g. performance reports and statutory and regulatory returns.
4. Support internal and external customers in their use of information and ensure that information requests are met in a timely way.
5. Support and encourage the delivery of the best quality records. Audit data quality of information reports and produce audit lists for submitted returns.
6. Work with partners to develop agreed policies related to sharing information to ensure consistency of data.
7. Provide locally defined reports for planning and performance management to support teams including locality profiles, analysis and mapping in order to plan services and measure their success.
8. Offer support and guidance to customers in an efficient and effective way on data related topics to ensure they can use and understand the information provided.
9. Manage queries received through shared team mailboxes.
10. Maintain awareness of changing government guidance, council structures and other key factors in order to amend reports and databases as appropriate.
11. Work closely with other data teams within and outside the County Council in order to provide a holistic data picture in line with service delivery needs.
12. Support the development of dashboards that improve the efficiency, accuracy and effectiveness of information.
13. To contribute to the identification and implementation of new technology and systems, to improve availability and dissemination of information within the department and with key stakeholders
14. To ensure that all information complies with the data protection standards. To liaise with a range of external professional bodies, local authorities and other departments of the Council to ensure that we are aware of, and compliant with, reporting requirements and operate best practice.
15. To maintain and develop effective systems for the safe, secure and accurate, collection, storage, transfer, analysis and reporting of services provided by the Department.
16. To liaise with government departments, such as the DfE, Ofsted, NHS Digital regarding the submission of statutory returns and lead on issue resolution.

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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| --- | --- |
| **Essential Criteria** | **Assessed By:** |
| Maths ‘A’ level or equivalent level 3 qualification or relevant experience in acurrent or previous role | A, D |
| Good knowledge of databases and their specification. | A, I |
| Experience of developing interactive dashboards to provide the data and insights needed, using software such as Power BI | A, I |
| Experience of using and producing statistical reports from client databases | A, I |
| Extensive use of Microsoft Office applications, including Excel, Word, PowerPoint and Teams | A, I, P |
| Experience of preparing statistical reports and commentary | A, I, P |
| Experience of all aspects of information and data reporting, including inputting, retrieval and collation of data using different systems | A, I |
| Ability to communicate both in person and in writing effectively | A, I, P |
| Self-motivated with an ability to work on own initiative, be creative, work under pressure and meet deadlines | A, I |
| Ability to deal with sensitive / confidential data in a professional and appropriate manner. | A, I |
| Ability and willingness to work outside of normal office hours and at alternative locations if necessary. | A, I |
| **Desirable Criteria** | **Assessed By:** |
| A degree or equivalent qualification | A, D |
| Extra qualifications in related areas such as statistics, research, demography, business studies | A, D |
| Experience of local government or an understanding of the strategy, business and functions of Education and SEND Services | A, I |
| Experience of Mapping Software | A, I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| --- | --- | --- | --- |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [x]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.