

Job Summary Overview	
Job title	Data & Insight Analyst, South East Association of Directors of Adult Social Services (SE ADASS)
Career family	Organisational Enablers
Professional pathway	Data
Career family level	Intermediate / Officer (Tier 7)
Grade	10
Reports to	Data and Analytics Lead - Adults
Financial responsibility	N/A
Supervisory responsibility	None
Reference number	ROP-DAT-2025-7B

Job Summary – please note this is based on a generic OCC job summary: more detail about the specific SE ADASS role is covered below

SE ADASS is a partnership of the 18 directors of adult social care in the South East (SE) region, hosted by Oxfordshire County Council.

Data & Insight Analysts support the data-driven ambitions by applying analytical techniques across the data lifecycle to generate insights and visualisations that inform service delivery and strategic planning, forecasting future demands. Hosted within the Data Office, this role takes an active position in delivery of reporting, performance management, and evidence-based decision-making. Analysts work across varied domains collaborating with regional teams, internal teams and external partners to deliver high-quality analysis and advice. This role will work to support the effective use of data, provide analysis for decision making and identifying automation and use of AI and/or data opportunities to streamline services.

As a Data & Insight analyst you play a crucial role in enhancing the efficiency and effectiveness of the organisational operations and services. In this role you will work across the data lifecycle applying tools and techniques for analysis, insight generation, and data visualisation.

You will work to deliver the ambitions of our data, digital and tech strategies and to provide an evidence base for statutory services, commissioning, and service provision, alongside enabling delivery of management information and performance management. Your role is to be part of our Data Office analytical capacity to collate, analyse and review data and generate insights including the provision of advice and support to colleagues regarding regional and council specific data and analytics issues. In this role you will:

- Have a working knowledge of key skills for a Data & Insight Analyst as per the Digital and Data Profession Capability Framework: Analysis and synthesis; Communicating between the technical and non-technical; Data management; Data modelling, cleansing and enrichment; Data quality assurance, validation and linkage; Data visualisation; Logical and creative thinking; Project management; Statistical methods and data analysis
- Lead or contribute to projects that deliver high-quality research, analysis, and insight to support strategic decision-making.
- Lead on the maintenance and ongoing development of the quarterly regional performance dashboard and agreed performance framework
- Have integrity in data usage and presentation – acting impartially
- Prepare and present evidence-based recommendations to senior managers, elected members, and external stakeholders.
- Work with the SE ADASS regional team, and with performance, finance and other senior leads of the 18 Adult Social Care authorities in the South East to collect, analyse and use information and insight to drive service improvement and innovation.
- Develop and maintain data systems, tools, and frameworks to ensure data quality, security, and compliance.
- Provide advice and guidance to senior managers, colleagues and partners on data interpretation, visualisation, data use, performance and risk.
- Collaborate with regional teams, internal teams and external partners to share data and develop joint insights.
- Maintain awareness of policy, legislative, and organisational changes that impact data requirements and reporting.
- Ensure compliance with data protection and information governance standards.
- Present clear findings that colleagues can understand and use to make evidence-based decisions
- Listen to and interpret the needs of technical and non-technical stakeholders, and manage their expectations - offering support and advice where appropriate
- Select and use appropriate analytical techniques, data tools, procedures and methods
- Support internal and external customers in their use of information and ensure that information requests are met in a timely way
- Peer review colleagues' outputs to ensure quality
- Demonstrate skill in data visualisation tools and techniques and use the most appropriate medium to visualise data to tell compelling stories that can be acted upon
- Present, communicate and disseminate data appropriately and with influence - providing recommendations for action.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
Holding relevant professional qualifications or equivalent experience in a similar role and sector	✓	
Evidence of continuing professional development in relevant areas particularly research / analysis and data visualisation.	✓	
Experience in a research, data and analysis role.	✓	
Experience and developed skills using a range of ICT, data and information systems, including Excel and PowerBI to carry out analysis and present findings	✓	
Experience drafting and presenting information reports to a variety of audiences (including Senior Managers).	✓	
Experience of producing detailed reports and evidence-based recommendations with regard to a wide range of strategic issues.	✓	
Experience of sourcing, collating and analysing data from third parties.	✓	
Ability to communicate complex information in verbal, written, numerical and diagrammatic forms.	✓	
The ability to draft clear reports with evidence-based recommendations for a variety of technical and non-technical audiences.	✓	
Strong research, analysis and data collection skills including the ability to undertake analysis of both quantitative and qualitative data.	✓	
Ability to deal with sensitive / confidential data in a professional and appropriate manner.	✓	
Ability to undertake analysis to identify trends and profiles to underpin improvement / service development.	✓	
Degree or qualification in relevant subject area.		✓
Experience working in a similar role in a local authority or public service organisation.		✓
Experience of partnership working and working in a partnership data sharing environment.		✓
An understanding of the issues facing health and adult social care and the role business intelligence and insights can play.	✓	
Familiarity with the key statutory data sets collected by adult social care authorities		✓

An understanding of the key strategic partnerships that impact on local government.		✓
Ability to use mapping software.		✓

Working Arrangements

- The post is not politically restricted.
- Standard DBS check with Barring List is required. Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our [Agile Working Policy](#)
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

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

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	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)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	✓	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
✓	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		