



Job Summary Overview

Job title	Data and Analytics Lead
Career family	Organisational Enablers
Professional pathway	Data
Career family level	Team Leader / Manager (Tier 6)
Grade	16
Reports to	Head of Data
	N/A
Supervisory responsibility	Senior Data & Insight Analysts, Data & Insight Analysts, Data and Insight Associates (varying numbers dependent on domain team)
Reference number	ROP-DAT-2025-6B

Job Summary



The Data and Analytics Lead manages teams within Oxfordshire County Council's Data Office to deliver strategic ambitions and provide evidence-based insights for statutory services, commissioning, and performance management. This role oversees the development and delivery of analytical outputs, including statutory returns and strategic profiles, and acts as a key advisor on data, analytics, and visualisation across the organisation. The postholder manages and supports analysts, ensures quality assurance, and promotes evidence-based decision-making throughout the council. This role will work alongside senior managers identifying priorities for developed data and analytics, implement action plans of consistent and improved data usage for evidenced based decision making.

You will work across the Data Office portfolio but will primarily be required to work on an area with domain expertise. These domain areas are Adult and Children services as well as strategic insights (not exhaustive and subject to change):

- To lead on the development and delivery of the strategic data and insight priorities for the council, taking a lead on designated projects as part of delivery of data strategy, and ensuring management information is relevant and accurate.

- Lead on the development of in-depth analyses and profiles in pursuit of evidence-based policy development and service delivery.
- Lead the development and delivery of key statutory and non-statutory strategic and tactical data and analysis products (Joint Strategic Needs Assessment, for example) and act as a key ambassador for robust data and analysis.
- To actively manage the quality assurance process that ensures accurate analysis and interrogation of intelligence data to identify the key issues facing the council.



- To promote the use of evidence-based decision making throughout the team and the wider organisation.
- To work with colleagues, partners, senior leaders and members to uphold integrity in the use of data, analysis and its outputs (statistics etc.).
- To attend directorate team meetings presenting and discussing analysis findings, performance and risk updates, raising any issues/challenges and agreeing action plans to address.
- To deputise for the Head of Service as required.
- To manage consultants and project teams as and when required.
- Take a lead on and ensure completion of statutory and regulatory returns, where applicable.
- Where working in domain teams, engage with senior managers to ensure the effective preparation and co-ordination of the response to cross cutting external inspections and regulation and reviews. Ensure that the findings are taken up in internal service improvements and review systems.
- To manage and supervise the staff within the team to ensure the most effective, efficient and appropriate services are provided.
- To interpret and transmit policy decisions and information to staff, ensuring that a two-way productive communication process is fostered.
- To quality assure the work of the team and that it is in line with internal policy, procedures and best practices.
- These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- Deputise in the absence of the Head of Data where required

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
Educated to degree level or equivalent experience	✓	
Experience in managing analytics teams	✓	
Experience of working in data and analysis fields and applying analytical techniques to problem solving	✓	



Experience of managing teams of staff within a complex environment to achieve consistently high performance and experience of working at senior/complex level.	✓	
Experience and use of a wide range of analytical and research methods to agreed industry standards.	✓	
Experience of using intelligence and insight to deliver outcomes.	✓	
Strong numerical and analytical skills and the ability to collate, analyse, interpret and present complex intelligence, management and other information.	✓	
The ability to motivate others, whether team members, colleagues or external stakeholders, generating commitment and a shared sense of purpose.	✓	
Ability to provide clear, evidence-based, balanced and unambiguous advice.	✓	
Be politically and tactically astute with an understanding of how to influence key stakeholders.	✓	
Excellent interpersonal and communication skills, both oral and written.		✓
For domain roles – clear knowledge of the operating context for the role (e.g. social care)		✓
Project management skills and strong organisational skills.		✓
Strategic planning, service planning and horizon scanning within a large organisation.		✓
Evidence of continuing professional development		✓
Experience of working within a complex environment with practical understanding and experience of the challenges facing local government at a council, regional and national level.		✓



<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

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).



Other (please specify):