

Kent County Council

Job Description: Business Analyst

Directorate:	Growth, Environment and Transport
Unit/Section:	Environment and Circular Economy
Grade:	KSF
Responsible to:	Insight Team Leader

Purpose of the Job:

To undertake a range of specific data analysis activity to support the divisional approach to data collection, analysis and presentation to aid with decision making. This will include working with a range of data sources including operational performance, trend analysis and data forecasting. To provide ongoing performance monitoring, demand analysis and evidence of progress towards achievement of emissions reductions and energy efficiency targets. Data analysis will also inform modelling for business improvement, compliance with legislative and policy targets as well as contributing to statutory reporting returns.

Main duties and responsibilities:

1. Undertake data analysis by reviewing available internal and external information to meet statutory reporting, local corporate reporting and continuous improvement. Contribute through analysis the ability of the business to design solutions based on wide implications such as those related to forthcoming national legislation, new commercial commissioning research or best practise
2. Through a variety of data sets, inform management of statistical insights to aid the development of future projects and work streams. Escalate any actions or decisions required to the Insight Team Leader. Completing timely, accurate data reconciliation and reporting into internal KCC systems and relevant national reporting portals.
3. Contribute to the preparation of divisional and service-based reports, providing commentary on the data presented. Undertake ongoing quality checks of raw data integrity. Work closely with colleagues to understand, and appreciate the context of operational data and the impacts of this across divisional work programmes and activities. Consider and contribute to workflow improvements and always seek opportunities to be efficient.
4. Keep abreast of emerging legislative and regulatory reporting requirements, respond positively to ad-hoc data requests to support business need. Utilise developing technologies and applications that support wider delivery of service outcomes. Advise and propose policy or operational changes to senior management to ensure ultimate compliance as well as highlighting service risks and opportunity.
5. Monitor demand to deliver the Waste Management Service Level Business Plan and Waste and strategy development. Undertake research and detailed analysis into the management of municipal waste across both the public and private sectors.
6. Provide timely data to support key Waste Management in monitoring the outputs and outcomes of routine services and through specific project benefit analysis. Provide key performance indicators to monitor successful delivery of services and highlight issues of concern. Identify trends in the short and medium term.

7. Monitor the achievement of greenhouse gas emissions reductions initiatives and the impacts on progress towards KCC's Net Zero 2030 and County wide Net Zero 2050 ambitions.
8. Provide timely data to support the update of existing and development of new strategically focused Environmental policies including but not limited to those related to Energy, the Natural Environment and Flood and Water Management
9. Support the analysis of data in relation to progress towards the Kent and Medway Energy and Low Emissions strategy and undertake detailed analysis into the KPIs and their current and ongoing relevance given changing local and national data sets.
10. Carry out any other duties as required commensurate with the responsibility and grading of the post.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Business Analyst*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to NVQ level 2-3 and/or first level professional qualification and experience in a relevant field such as waste, environment or sustainability
EXPERIENCE	<ul style="list-style-type: none"> • Experience of data analysis and review • Presenting/communicating information, reports and recommendations to manager and colleagues • Experience and understand of Business Analysis techniques and appropriate data suites
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Outstanding numerical and creative written skills and an eye for detail are essential • Ability to analyse and research information to inform project and business decision making • Proven communication skills, both written, and verbal and presentation skills to communicate with people at all levels. • Good organizational and administrative skills • Ability to undertake technical research, analyse and interpret varied data and information and apply this to the relevant divisional context. • Excellent data literacy • Drive and enthusiasm, motivated and able to work as part of a team and individually • Commitment to equalities and promotion of diversity in all aspects of work
KNOWLEDGE	<ul style="list-style-type: none"> • Business analysis techniques and how they relate to services or required reporting • Good understanding of reporting protocols and the importance of data integrity • Good technical knowledge of statistical analysis and data warehousing • Good understanding of data gathering and business analysis approaches, data usage and presentation (for example structuring data in a meaningful way) • Knowledge of wider challenges and opportunities faced by the public sector and KCC in the environment, sustainability or waste field
BEHAVIOURS	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making