

Kent County Council

Job Description: *Benefits Realisation and Data Analyst*

Directorate:	Deputy Chief Executive's Department
Unit/Section:	Portfolio Management Office
Grade:	KSG
Responsible to:	PMO Manager

Purpose of the Job:

Provide professional expertise, guidance and analysis to analyse, monitor and report benefits realisation, data and evidence of impact at portfolio, programme and project level. Promoting a data-informed and evidence-based approach to improvements for areas within the PMO's responsibility.

Main duties and responsibilities:

- Define, track, monitor and report the portfolio's overall performance, including analysis of individual programme and project performance data, including key performance indicators, outcomes and benefits measures, applying KCC's operating standards and consistent measurement approaches
- Create performance and benefits realisation reports across portfolios, programmes and projects, providing insights and analysis to inform health checks and targeted improvement actions
- Design, develop and maintain benefits and performance management systems for the PMO, including databases, dashboards and analytical and visualization tools (e.g. Power BI) to present clear, compelling evidence to a wide range of audiences
- Provide analysis to enable robust data-informed programme and project documentation, including business cases, options appraisals, equality impact assessments and data protection impact assessments, updating this throughout the whole programme/project lifecycle
- Deliver coaching and facilitated workshops to promote skills and best practice in data and benefits analysis within the PMO, using interactive and collaborative tools and techniques, including theory of change, logic models and user stories
- Provide data-informed expertise and assurance on benefits realisation to inform governance and decision making, including presentations, briefings and reports that translate complex data into compelling insights
- Horizon scan and contribute best practice ideas to initiatives, programmes, projects and activities within the PMO, to ensure work is data-informed and has a strong evidence base

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

Kent County Council

Person Specification: *Benefits Realisation and Data 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">• GCSE English and Maths (or equivalent)• Management of Risk Practitioner or Business Analysis Apprenticeship Level 4• Level 4 programme/project management qualification (e.g. Associate project manager apprenticeship, APM project management, Qualification (PMQ), APMG Managing Benefits OR• Equivalent experience
EXPERIENCE	<ul style="list-style-type: none">• Experience of supporting portfolios, programmes or projects from an analysis or benefits aspect• Significant experience of data and analysis, including financial and non-financial benefits• Experience of monitoring and reporting to a variety of audiences and decision makers• Experience of using Office 365 tools to undertake analysis
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent collaboration skills• Excellent communication skills (presenting, verbal and written) and conveying complex information in a simple way• Excellent organizational and co-ordination skills• Excellent analytical skills and ability to interpret complex data and information• Excellent technical ability to use Microsoft Office 365 tools (e.g. Power BI, Excel, SharePoint) to analyse, interpret and report data and information• Strong analysis of trends and patterns in data• Problem solving• Flexibility to meet fast paced and changing deadlines• Ability to effectively forward plan and coordinate tasks

KNOWLEDGE	<ul style="list-style-type: none"> • Excellent understanding of the importance of data and analysis • Strong understanding of benefits realisation • Strong understanding of programme/project lifecycle and methodologies • Good understanding of local government • Good understanding of partnership working • Sound knowledge of KCC's policies, procedures and legislative frameworks
KENT VALUES AND CULTURAL ATTRIBUTES	<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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>

