

Directorate:	Strategic and Corporate Services
Unit/Section:	Analytics
Grade:	KR9
Responsible to:	Performance and Analytics Manager (Evaluation)

Purpose of the Job:

As an Analyst Officer you will be part of the Analytics team within the Strategic Policy, Relationships and Corporate Assurance division of KCC. You will be expected to be flexible and adaptable in approach but maintain a specialist focus on evaluation.

As the Analyst Officer with the specialist focus on evaluation, you will be expected to contribute to the design and completion of evaluations of service effectiveness across a range of services provided by KCC. You should be able to communicate your work clearly and convey your findings to colleagues in the evaluation and wider analytical team.

Evidence-based decision making is a priority for the council and this role will require working with colleagues across KCC and partner organisations to provide advice, guidance and support to evaluate the impact and effectiveness of services and transformation initiatives.

Main duties and responsibilities:

- Support evaluation colleagues to discuss and agree project requirements with clients (e.g. managers, commissioners); contribute to the drafting of research and evaluation specifications, and contribute to key analytical projects that are used to inform relevant KCC service policy areas, and work effectively with others involved in the project.
- Produce clear reporting for a variety of audiences so they can readily understand the findings and use them in their decision-making.
- Work collaboratively with other members of the Analytics team to ensure the integration of evaluation projects with other research and evaluation work streams to develop a more complete interpretation and advisory service for clients.
- Undertake continual professional development so the individual is able to provide advice in their specialist area, as part of the team, to improve and reshape service delivery across the Directorates of KCC.
- Contribute to the development of strategic evaluation frameworks in-line with KCC's priorities, areas for performance improvement or transformation, and inspection requirements.
- Contribute to evaluation projects by undertaking work using appropriate methods such as qualitative fieldwork and conducting quantitative analysis.

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.

Kent County Council

Person Specification: *Analyst Officer - Evaluation*

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"> • Relevant degree level study or equivalent professional experience • Commitment to further professional development
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working on evaluation or research projects • Experience of using quantitative analysis and/or qualitative research techniques to explore service effectiveness • Experience of analysing data to discover and identify patterns in data and develop and test hypotheses through the use of appropriate models • Delivery of outcomes within tight deadlines
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Strong presentation and communication skills with the ability to articulate complex concepts and findings impartially to non-specialist audiences • Working knowledge of appropriate qualitative and quantitative methods and how evaluation approaches • Ability to positively engage stakeholders to help clarify understanding of information needs • Critically evaluates data and information with accuracy and perception, and can synthesize and use data from a variety of different sources appropriately • Works in partnership with other researchers, analysts, and other colleagues to provide relevant and high-quality contribution that influences evidenced-based decision making
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of techniques to capture, analyse and evaluate data and information accurately, and when to appropriately use data from a variety of different sources • Standards and ethics in research and evaluation, including Data Protection, Freedom of Information, GDPR and transparency
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</p>

	<p>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>
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