Kent County Council
Job Description: *Analyst Officer*

Directorate:	**Chief Executive's Department**
Unit/Section:	**Strategy, Policy, Relationships and Corporate Assurance**
Grade:	**KR9**
Responsible to:	**Analytics Manager**

Purpose of the Job:

As an Analyst Officer, you will be part of the Kent Analytics team within the Strategy, Policy, Relationships and Corporate Assurance division of KCC.

You will work on analytical projects that provide actionable insight from a wide range of services to support evidence-based decision-making at KCC. You will: collect, clean and analyse datasets to identify trends and patterns; communicate the results of your analysis through data visualisations, reports and dashboards; collaborate with various stakeholders to provide analytical support; and identify opportunities to enhance data quality and accuracy.

Evidence-based decision-making is a priority for the council. This role will require you to work on key analysis projects; working with colleagues across KCC and partner organisations to provide advice, guidance and support in respect of data-driven insight.

Main duties and responsibilities:

- Contribute to research and analytical projects; understand and deliver on project requirements; draft project specifications; provide regular progress reports to Analyst Managers and clients where appropriate; work with KCC colleagues and external partners

- Analyse and interpret complex data from a range of sources to identify key findings; use data quality, validation and linkage techniques to ensure accuracy and completeness of data; create clear and compelling data visualisations; use appropriate analytical techniques and research methods for the project

- Produce clear reports (including written and dashboard-type reports) for a variety of audiences; communicate key findings in a clear and actionable manner

- Undertake continual professional development; stay updated on the latest data analysis tools, techniques and technologies

- Work collaboratively with other members of the team, fostering a culture of creativity, collaboration, and innovation

- Contribute to the integration of new data science platforms and techniques for data analysis and data integration into the work of the Analytics team (e.g. R, PowerBI).

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.

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	• Relevant degree-level study or equivalent professional experience • Commitment to further professional development
EXPERIENCE	• Experience of building, analysing and reporting on large, complex datasets • Experience of analysing data to discover and identify patterns in data and develop and test hypotheses through the use of appropriate models • Experience of using statistical techniques to describe and analyse complex datasets • Ability to deliver outcomes within tight deadlines
SKILLS AND ABILITIES	• Proficient in various data analysis and visualisation tools and techniques. • Adept at interpreting complex data, evaluating data quality, recognising trends, and extracting actionable insights. • Good presentation and communication skills with the ability to articulate complex concepts and ideas impartially to non specialist audiences. • Works in partnership with other researchers, analysts, and other colleagues to provide relevant and high-quality contribution that adds value to decision-making
KNOWLEDGE	• Knowledge of techniques to capture, analyse and evaluate data and information accurately, and when to appropriately use data from a variety of different sources. • Good knowledge of research methods and analytical techniques. • Awareness of standards and ethics in research and evaluation, including Data Protection, Freedom of Information, and transparency.

KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:**
	• 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