

## Kent County Council

### Job Description: *Analyst Manager*

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| <b>Directorate:</b>    | <b>Chief Executive's Department</b>                            |
| <b>Unit/Section:</b>   | <b>Strategy, Policy, Relationships and Corporate Assurance</b> |
| <b>Grade:</b>          | <b>KSI</b>                                                     |
| <b>Responsible to:</b> | <b>Research and Analytics Manager</b>                          |

#### **Purpose of the Job:**

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

You will deliver analytical projects that provide actionable insight from a wide range of services to support evidence-based decision-making at KCC. You will play a crucial role in designing and conducting analyses, exploring and interpreting data, and communicating complex analyses in a visually appealing and understandable manner.

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

#### **Main duties and responsibilities:**

- Lead key research and analytical projects; discuss and agree project requirements with clients (e.g., service managers, commissioners); draft project specifications; supervise people and resources assigned to the project; provide regular progress reports to both the Research and Analytics Managers and clients where appropriate; manage and prioritise multiple analytical projects simultaneously; collaborate 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; design and deliver projects using appropriate methods such as statistical analysis, data science techniques, spatial mapping, trend analysis, forecasting, and customer segmentation techniques
- Produce clear reports (including written and dashboard-type reports) and deliver presentations for a variety of audiences; communicate complex analytical findings in a clear and actionable manner
- Undertake continual professional development; stay updated on the latest data analysis tools, techniques and technologies; evaluate and recommend improvements to data analytics tools and platforms; identify opportunities for skill development; support the learning and development of team members

- Work collaboratively with other Analyst Managers within the Analytics team to ensure the integration of projects; manage and mentor Analyst Officers, fostering a culture of creativity, collaboration, and innovation
- Provide advanced advice and recommendations as the expert point of contact within KCC

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.

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### Person Specification: *Analyst Manager*

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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.

|                                            | <b>CRITERIA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>QUALIFICATIONS</b>                      | <ul style="list-style-type: none"> <li>• Relevant degree-level study or equivalent professional experience</li> <li>• Commitment to further professional development</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>EXPERIENCE</b>                          | <ul style="list-style-type: none"> <li>• Extensive experience of managing, building, analysing and reporting on large, complex datasets</li> <li>• Extensive experience of analysing data to discover and identify patterns in data and develop and test hypotheses through the use of appropriate models</li> <li>• Experience of using statistical techniques to describe and analyse complex datasets</li> <li>• Experience of research project management and ability to deliver outcomes within tight deadlines</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>SKILLS AND ABILITIES</b>                | <ul style="list-style-type: none"> <li>• Highly proficient in various data analysis and visualisation tools and techniques.</li> <li>• Adept at interpreting complex data, evaluating data quality, recognising trends, and extracting actionable insights.</li> <li>• Excellent presentation and communication skills with the ability to articulate highly complex concepts and ideas impartially to non-specialist audiences.</li> <li>• Skilled in managing projects from conception to completion. Capable of defining project scopes and research questions, allocating resources, and meeting deadlines.</li> <li>• Adept at building and maintaining client relationships, including the ability to understand clients' needs, preferences, and objectives, and use good problem-solving skills to address client issues and find solutions.</li> <li>• Ability to collaborate with other researchers, analysts, and other colleagues to provide relevant and high-quality contributions that influence decision-making</li> </ul> |
| <b>KNOWLEDGE</b>                           | <ul style="list-style-type: none"> <li>• Extensive knowledge of techniques to capture, analyse and evaluate data and information accurately, and when to appropriately use data from a variety of different sources.</li> <li>• Strong knowledge of a wide breadth of research methods and analytical techniques.</li> <li>• Awareness of standards and ethics in research and evaluation, including Data Protection, Freedom of Information, and transparency.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>KENT VALUES AND CULTURAL ATTRIBUTES</b> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|  | <p>respectful to all</p> <ul style="list-style-type: none"><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> |
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