

KENT GRADUATE PROGRAMME

YOUR APPLICATION PACK

TO AN
EXCITING
FUTURE

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Closing date: **12 August 2022**

**Your Analytics and
Evaluation Stream**
application pack includes:

Introduction to
Kent County Council

Job description

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Working for Kent County Council



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July 2022



APPLICANT INFORMATION PACK

Dear Candidate

Application for the post of Graduate Analyst Officer

Thank you for your interest in this challenging but rewarding role. The successful candidate will be offered a position, ensuring the right skills, experience and knowledge mix exist in the team.

IMPORTANT NOTE to candidates **BEFORE** making an application:

- You must provide all relevant information in the online application itself; a CV is not required for this position and will not be reviewed as part of the selection process.
- You must list a full employment history and explain all gaps in employment.
- Please list your qualifications, listing the highest first: provide the level of qualification; name of subject; the grade and year of achievement. For example, BSc (Hons) Forensic Science (2:1); HND Bio-medical Science (distinction) (2017); GCSE (O-level) English Literature (C) (2017)
- Refer to the person specification and use the 'reason for application' to demonstrate how your past experience, knowledge or skills and achievements will transfer to the position you are applying for, please provide examples.



First Sift Recruitment Exercise/Shortlisting

Following the closing date, applicants will be invited to participate in a first sift activity. Please make a note of the dates of the first sift recruitment activity in your diary.

Application forms and the first sift exercise will be reviewed by the graduate team and a scoring matrix will be used to identify those candidates that demonstrate through the online application form and first sift exercise how they meet the selection criteria for the role.

The Interview

Candidates that are successful following the first sift recruitment exercise will be informed as soon as possible and invited for interview by telephone and in writing. Please make a diary note of the interview date(s).

The successful candidates will be advised in writing as soon as possible after the last interview. You may ask for feedback **after** the decision has been made.

Introduction to Kent County Council

Visit our website at www.kent.gov.uk

We are the UK's largest local authority, with a workforce in excess of 30,000 people, including maintained schools, serving a population of 1.6 million. We have various offices in central locations and a large number of service establishments throughout Kent; our corporate office is based in Maidstone.

More than two thirds of our workforce provide services directly to the public – such as domiciliary Care Workers, Classroom Assistants, Social Workers, Teachers, and Occupational Therapists etc.

Our annual budget covers a huge range of services. This translates into a host of interesting roles and career paths awaiting those who want to work in a leading- edge public sector organisation.

Aims and Objectives

Our focus is to work as one council to design and deliver a cohesive, modern public service offer for all Kent's residents, businesses and communities. This will bring together change projects consistently across the council and create organisational design opportunities to transform the way we work, including our people, assets, technology, structures and service delivery.

Success in delivering this aspiration will be determined using the following criteria:

- Working beyond the limit of organisational and service boundaries
- Thinking beyond the limit of our statutory powers
- Building capacity to provide sector and system leadership
- Delivering at both strategic and local scale
- Supporting economic security
- Delivering a cohesive service offer
- Flexibly uses its assets as part of public service design and delivery

[Framing Kent's Future](#) is our top-level council strategy for 2022 to 2026. It sets out the priorities that we will focus on over the next four years to tackle the challenges and make the most of the opportunities that the county is facing. Through delivering these priorities, our aim is to improve life in Kent and build a solid foundation for the county's future success.

Political Arrangements

The County Council has 81 councillors and elections take place every four years.

The political composition of the County Council is as follows:

Conservative	62 members
Labour (including Labour and Co-operative party)	7 members
Liberal Democrat	6 members
Green Party	4 Members
Independent Groups	2 members

The Leader of Kent County Council is Roger Gough.

There is a Cabinet of Executive Members which meets regularly to debate policy issues and make key decisions. The cabinet comprises of:

Roger Gough	Leader of Kent County Council
Peter Oakford	Deputy Leader and Cabinet Member for Finance, Corporate and Traded Services
Clair Bell	Cabinet Member for Adult Social Care and Public Health
Susan Carey	Cabinet Member for Environment
Sue Chandler	Cabinet Member for Integrated Children's Services
Mike Hill OBE	Cabinet Member for Community and Regulatory Services
Shellina Prendergast	Cabinet Member for Education and Skills
David Brazier	Cabinet Member for Highways and Transport
Bryan Sweetland	Cabinet Member for Communications, Engagement, People and Partnerships
Derek Murphy	Cabinet Member for Economic Development

Structure of KCC

The structure of the organisation is as shown [here](#)

The Senior Officer team consists of six Corporate Directors. For more information on the Corporate Management Team please follow this [link](#)

The four directorates are as follows:

Growth, Environment and Transport

The Directorate comprises a range of key frontline, strategic, policy and commercial functions, and plays a major role in making Kent a better place to live, work and visit. The services provided, and the future the directorate helps to shape, affects every household in Kent. This includes strategic responsibility for the future of the county in terms of planning, economic development, transport policy, and major transport improvement schemes, waste disposal and recycling services. In addition, GET manages country parks; libraries; and delivers enforcement services including trading standards, community safety and emergency planning.

Responsible for services that include:

Highways, Transportation & Waste, Regulatory Services, Economic Development, Community Safety & Emergency Planning, Libraries, Registration & Archives, Sport & Country Parks, Arts including Kent Film Office, Development Planning, Planning Applications, North Downs Areas of Outstanding Natural Beauty, Flood Risk & Environment, Sustainability & Climate Change and Heritage Conservation

Adult Social Care and Health

The Directorate commissions and provides a range of services to improve outcomes for older and vulnerable adults, including those with mental health issues or disabilities, and their families. The Directorate supports vulnerable adults to live independently by promoting their wellbeing and supporting their independence. Services for adult mental health and learning disability already work in integrated teams with NHS colleagues and as a key partner in the Kent and Medway STP we are developing multi-disciplinary teams within communities to support local care.

Responsible for services that include:

Adults Central Referral Unit, Adult Community Teams, Safeguarding and quality, Kent Enablement at Home, Sensory and Autistic Spectrum Conditions Service, Integrated/Registered Care Centres, Day Centres, Community Learning Disability Teams, In-House Provision and



Mental Health Services.

Children, Young People and Education

This Directorate combines and integrates the statutory responsibilities of Specialist Children's Services together with Education services and the targeted and universal services for children and young people within Early Help and Preventative Services. There is a strong focus on alignment of resources to help ensure achievement of one of the key County Council strategic outcomes: 'Every child and young person in Kent gets the best start in life'. To improve outcomes for children and young people, services within the Directorate are working together with relevant partners to deliver the vision set out in the Children and Young People's Services Integration Programme.

Responsible for services that include:

Children's Social Care, Adoption & Fostering, Standards & School Improvement, Skills & Employability, Early Years and Childcare, Provision Planning, Fair Access, Educational Psychology, SEN Assessment & Placement, Youth Justice, Outdoor Education Centres, Children's Centres and Youth Hubs, Inclusion & Attendance, Early Intervention and Community Learning & Skills and Disabled Children and Young People Teams.

Strategic and Corporate Services

The Directorate supports the delivery of our front-line services. The Directorate leads and co-ordinates major change, organisational design, development and provides a critical client and contracting role with our trading companies including property, legal and customer contact. It provides organisational wide governance, financial management and a major contribution to our political and external relationships.

Responsible for services that include:

Engagement, Communications, Organisation Design & Development, Finance, Governance & Law, Infrastructure, Policy and Strategic Commissioning including Procurement & Business Intelligence and Public Health

Job Description

Job Title:	Graduate Analyst Officer – Evaluation
Directorate:	Strategic and Corporate Services
Unit/Section:	Analytics
Grade:	KR8
Responsible to:	Performance and Analytics Manager (Evaluation)

Purpose of the Job:

As a Graduate 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 the key area of evaluation.

As a Graduate Analyst Officer with a specialist focus on Evaluation you will be expected to contribute to the completion of evaluations of service effectiveness and programme impacts of public services in Kent. You should be able to communicate your work clearly and convey your findings to colleagues in the evaluation and wider analytical team. As part of your role you will also undertake an apprenticeship qualification in Market Research.

Evidence based commissioning 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 in respect of customer and service insight to understand the demand on services and resources. This information will be integral to the evaluation of service effectiveness.

Main duties and responsibilities:

- Discuss project requirements and data requirements with colleagues; support the drafting of research and robust analytical specifications; and contribute to key analytical projects that are used to inform relevant KCC service policy areas, collaborating with KCC Officers and partners.

- Produce clear reporting for a variety of audiences so they can readily understand the findings and use them in their decision-making.
- Undertake continual professional development in the area of evaluation and data analysis.
- Participate in the development of evaluation frameworks in-line with KCC's priorities, areas for performance improvement or transformation, and inspection requirements.
- Contribute to evaluation projects using methods appropriate to address the evidence needs such as Logic Model application and evaluation frameworks.
- Contribute to evaluation projects by undertaking work using appropriate and robust methods such as qualitative fieldwork and conducting quantitative analysis, including interviews and surveys.

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.

Person Specification: Graduate 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.

As part of this Graduate Programme there is a requirement to undertake a Market Research Level 4 Apprenticeship therefore we are unable to accept applications from those with an equivalent/higher level qualification in this area.

	Criteria
QUALIFICATIONS	<ul style="list-style-type: none">▪ 2:1 (Achieved or predicted) or equivalent qualification in any discipline▪ GCSE Grade A-C or above in English language and Mathematics▪ Willingness to work towards the Market Research Executive apprenticeship▪ Commitment to further professional development
EXPERIENCE	<ul style="list-style-type: none">▪ Experience of working on projects and ability to deliver outcomes within tight deadlines.
SKILLS / ABILITIES	<ul style="list-style-type: none">▪ Strong presentation and communication skills with the ability to articulate complex concepts and ideas impartially to non-specialist audiences.▪ Technical know-how of qualitative and quantitative methods and how to apply these▪ Works in partnership with colleagues to provide relevant and high-quality contribution to joint projects

KNOWLEDGE	<ul style="list-style-type: none"> ▪ Knowledge of techniques to capture, analyse and evaluate qualitative and quantitative data and information accurately ▪ Understanding of mixed method approaches, including perception/experience of service users as well as objective data ▪ Excellent IT skills
KENT VALUES	<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> <p>If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>

The Analytics and Evaluation Graduate Programme – An Overview

What's Involved

This stream of the KCC Graduate Programme is an exciting opportunity to grow your career in analytics and evaluation in the public sector. It is ideal for a graduate with an analytical mind who is set up for the challenge of using data and research to drive decision making across the Council.

Being data driven and making evidence-based decisions to ensure the best possible service is delivered to the residents of Kent is a key part of the KCC culture and you can play an important role in this. KCC currently has a multi-disciplinary analytical team that provides several functions including undertaking bespoke data analysis, continuous improvement, qualitative research, statistical analysis, county statistics and performance. You will work as part of a small evaluation team and use a variety of analytical skills, methodologies and approaches to evaluation to collect and analyse data to help inform decision making. You will also have the opportunity to work alongside colleagues in the wider analytical team.

You will play an active role in scoping evaluations, advising on appropriate data collection and monitoring techniques as well as conducting robust analysis of data. You will have the opportunity to present your findings in different ways and work on projects with colleagues who have a variety of different specialisms. Alongside this work you will study for an apprenticeship to ensure your continued professional development. Undertaking this work gives you the opportunity to support the shaping of future of services in the county by helping to provide a robust evidence base for decision making across all KCC directorates.

Length of stream

2 years

Salary

You will receive a starting salary of £26,598 which will increase as you progress

Location

Our main offices are in Maidstone, but travel may be required to other offices and locations around Kent.

We are currently operating hybrid working giving the flexibility for individuals to work from home or in one of our reconfigured office buildings. We will support you to work in a hybrid way, with the necessary induction, management, and equipment.

Training and Development

The job provides you with invaluable on-the-job experience of working within the public sector and offers extensive training and development opportunities you won't find elsewhere.

Whilst on the programme, you will be provided with the right support to help you achieve the Market Research Executive (Level 4). We will commit to your continuing professional development and will support you in your training and as you develop your management skills and knowledge.

Entry Requirements

- 2:1 (Achieved or predicted) or equivalent qualification in any discipline
- a GCSE Grade A-C or equivalent in English language (New grades 4-9)
- a GCSE Grade A-C or equivalent in Mathematics (New grades 4-9)

Working for Kent County Council

Salary and Notice

This post is offered as a permanent contract.

The appointment will be subject to 1 months' notice.

KCC pays salaries to bank accounts on the 25th of the month unless this falls on a weekend or public holiday.

Terms and Conditions

The appointment is subject to the terms and conditions contained within the Kent Scheme of Conditions of Service.

27 days annual leave is provided excluding Bank Holidays. You will also receive paid time off for public holidays plus a concessionary day at Christmas.

Pensions

The post holder will have the choice of contributing to the Local Government Pension Scheme (LGPS). Further details will be available for the successful applicant.

Whole Time Employment

The person appointed will be required to devote their whole-time service to the work of Kent County Council and should not engage in any other business without the express consent of the County Council.

Health and Safety Policy

The County Council recognises and accepts its responsibility as an employer, and will take positive action to ensure the health, safety and welfare of all employees and other persons who may be affected by its operations, by providing safe working conditions and a healthy and safe working environment.

Sickness Provision

Our sickness benefit scheme exceeds statutory requirements. Actual paid absence depends on how long you have worked for KCC and the circumstances of your absence. For example, after 6 years' service your benefit would be 6 months full pay and 6 months half pay.

Training and Development

KCC is committed to supporting staff to reach their full potential through annual appraisal and personal development plans, enhanced by a range of career development opportunities.

Managers from KR9 to KR20 will be required to undertake our Kent Manager standard programme within the first year of employment.

Green Travel

Our Green Travel Plan is exploring alternative modes of transport to improve travel choice and reduce congestion and pollution. This includes:

- Car sharing and emergency taxi home.
- Discounted fares, free tickets, trip planning and improved travel information.
- Pool car and bikes

Other benefits

KCC offers a range of family friendly policies including:

- A generous maternity scheme
- Emergency leave
- Parental leave
- Special leave
- Help Fund – all employees have the opportunity both to pay into the fund and to apply for help from it when experiencing financial hardship
- An in-house confidential counselling service and Occupational Health Service
- Kent Rewards - discounts at over 1,200 retailers ranging from reduced rates at Health Clubs to house and car insurance to holidays

Living in Kent

With great schools, vibrant cities, golden beaches and stunning countryside Kent has lots to offer you. Find out more about [locations in Kent](#).

Vacancy Timetable

Closing Date for Receipt of Applications: This post will close at midnight on Friday 12th August 2022

Candidates will be invited to complete a first sift activity: Monday 15th – Friday 26th August 2022

Final Stage Interviews: Shortlisted candidates will be invited to attend interview on Monday 12th September 2022

Start Date: Successful applicants will join KCC on Monday 17th October 2022.

How to Respond

To apply please visit www.kent.gov.uk to complete an online application form.