Kent County Council
Job Description: *Analyst Officer*

Directorate	Strategic and Corporate Services
Unit/Section	Strategic Commissioning – Analytics
Grade	KR9
Responsible to	Analyst Manager

Purpose of the Job:

As an Analyst Officer you will be part of the Analytics team within the Strategy, Policy, Relationships and Corporate Assurance division of KCC. You will be expected to be flexible and adaptable in approach but maintain a specialist focus one or more of the following key areas: statistical analysis, evaluation, performance reporting, surveys, process analysis and spatial analytics.

As an Analyst Officer you will be expected to provide a wide range of complex analytics to support evidence-based decision making across Kent County Council.

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 understand the demand for, and the impact and effectiveness of, services.

Main duties and responsibilities:

- Discuss and agree project requirements with clients (e.g. service managers, commissioners); draft research and analytical specifications; and contribute to key analytical projects that are used to inform relevant KCC service policy areas, collaborating with KCC Officers and external partners.

- Produce clear reporting for a variety of audiences so they can readily understand the findings and use them in their decision-making.

- Integrate analytics with other research and evaluation work streams, particularly to develop a more complete interpretation and advisory service.

- Keep abreast of developments and practices in your specialist area(s) to be able to provide advice, as part of the team, for work across directorates to improve and reshape service delivery.

- Monitor and produce reports on trends at all relevant levels of geography and other appropriate benchmarks, to support evaluation and monitoring of the delivery of the relevant aspects of the council's policy framework, including the council's Strategic Statement.

- Undertake critical analyses of varied data sets including customer and service user data from a wide range of different service areas to identify key findings so the organisation can better evidence what is working well, what needs improvement, and why.

- Use specialist knowledge and techniques to draw on disparate raw data sources to develop predictive models based on valid data and statistical analysis.

- Contribute to the development of service option planning and appraisal including thorough use of forecasting models and other data modelling techniques.

- 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.

Kent County Council
Person Specification: *Analyst Officer*

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 using statistical techniques to describe and analyse complex datasets
	Experience of analysing data to discover and identify patterns in data and develop and test hypotheses through use of appropriate models
	Ability to deliver outcomes within tight deadlines
Skills and Abilities	Good presentational and communication skills with the ability to articulate complex concepts and ideas impartially to non-specialist audiences.
	Critically evaluates data and information with accuracy and perception, and can synthesise 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 adds value to decision making
Knowledge	Sound and comprehensive 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, and transparency
	Good understanding of the use of modelling techniques to develop predictive tools
	Good knowledge of customer insight systems and models and how these are applied.
Behaviours and Kent Values	**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