

Strategy

Data Scientist Job Description and Person Specification

(May 2020)

Job Description

Job Title:	Data Scientist
Department:	Strategy
Function:	Change
Team:	Business Intelligence Hub
Post number:	
Grade:	LBR 8
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36
Base location:	Lynton House
Reports to: <i>Job title</i>	Senior Business Intelligence Analyst
Responsible for: <i>Job titles of direct reports</i>	No direct line management but may be responsible for the supervision of trainee and work placement employees on occasion
Role purpose and role dimensions: <i>Overview of the job</i>	The successful candidate will join the Business Intelligence Hub Team, a function that will provide a business intelligence, performance management and data management function across the Council.
Key external contacts: <i>Organisations</i>	GLA, London Councils, ONS, NOMIS, LGA, LGA Insight, other local authorities
Key internal contacts: <i>Job titles or groups of staff</i>	All senior officers across the Council
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	None
Key areas for decision making:	
Other considerations: <i>E.g. working patterns</i>	Evening working as required

Key accountabilities and result areas:	Key elements:
Statistical Analysis	<ul style="list-style-type: none"> • To be responsible for the collection, collation and submission of statistical information and returns required by the directorate, government departments and a range of external agencies. • To assist in the provision and development of a comprehensive statistics capability and function, particularly the manipulation, analysis and interpretation of statistical information. • Manipulate, analyse and interpret complex data, identifying key findings and action or improvements that are needed as a result • Interpret data and intelligence making recommendations to Management Team and Directors accordingly in the form of written and verbal presentation • Providing expert support and guidance to services on data handling, data management, interpretation and analysis, data sharing protocols and statistical techniques • Play an integral role in supporting the design and production of evidence based research and analysis • To interpret management information and data as directed by the Business Analysts, Senior Business Analyst and Head of Business Intelligence . • To assist in the analysis, presentation and management of data. • To support analysis and research on work for LA's strategies. • Using a range of software and IT applications to obtain and manipulate data to make it accessible and useful to decision makers • Develop infographics to graphically illustrate data • Maintain working up-to-date knowledge of statutory responsibility for national data responses/returns and management/oversight of external validation processes;
Preparing and Producing Business Intelligence and Performance reports	<ul style="list-style-type: none"> • To produce high quality management information to support the work of the directorate. • Prepare data reports on projects for internal and external customers and provide advice and guidance on enquiries arising out of them. • Manage the handling of ad-hoc queries for data analysis and research as required. • Liaise with Advisers, Research and Data Analysts, Education Services; other Council services and working groups; heads of educational establishments; other local authorities; other agencies as required. • Playing a key integral role in working as part of the change team "Squad" teams in delivering key projects as directed by the Head of Change. • Developing tools to provide insight into the strategic interpretation of highly complex data and other information necessary to ensure efficient and effective working and inform both operational and strategic planning. • Building excellent relationships with staff at all levels to identify improvements to existing analytical processes, including access to external data sets and enable services to identify data needs • Responsibility for developing new lines of enquiry that inform and enable financial change opportunities across directorates. • Taking a leading role in delivering project work as directed by Senior Business Intelligence Analysts or Head of Service. • To take a pivotal role in providing Intelligence support to internal committees/Cabinet including Health Scrutiny, Portfolio Holders, Management Board and Senior Management teams • Being a source of innovation and expertise within the team and the Council for Business Intelligence • Collect and validate raw data transforming it into useful information that can be used to support strategic, tactical and operational decision-making

<p>Collation, Validation and Interpretation of Data</p>	<ul style="list-style-type: none"> • Contribute to the collection and validation of data to enable the Council to respond to both statutory and non-statutory data collections. • To support the delivery of performance reviews, collection and data systems function of the Council. • Work collaboratively across a range of external partner agencies to evaluate synergies between respective change programmes with respect to data. • Leading on work with services to identify poor data quality to find creative solutions to improve data quality • Providing high level expert advice across the Council on analytical and statistical techniques so as to effectively monitor, analyse and evaluate data to contribute to the delivery of the Corporate objectives • Leading and supporting the automation of data processes using relevant technology • Lead on the development and implementation of data visualisation tools, analytics • information and audit systems. • Collate, analyse and interpret complex statistical information including a wide range of socio-economic data and information in supporting the Senior Business Analysts and Business Analysts toward key outcomes. • Represent the team on departmental and cross-departmental working groups • Manage large complex datasets ensuring they are accurate and complete. • To take responsibility for the use of data systems across the Council, ensuring data is captured and maintained in an efficient and effective manner in line with General Data Protection Guidelines (GDPR) • Contribute to the development, establishment, promotion and maintenance of the Council's Strategic Management Framework • Effective management and delivery to strict and demanding deadlines of data returns and collections and data quality • Lead on research and other projects within the Business Intelligence Unit. • Build strong working relationships at all levels to help encourage improved quality of data-gathering, better understanding of the importance of accurate service and performance information and a greater willingness to use • Ensure that accurate and timely statutory statistical returns are submitted. • Verify the validity and effectiveness of information collected and held by the Council and resolve identified issues • Contributing to and supporting the operation of the Strategic Management Framework across the council in particular a single coordinated Council approach to the collection, maintenance and production of data
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Information Systems Coordination and Management	<ul style="list-style-type: none"> • Develop and deliver high quality information systems making use of existing and new technology and ensuring the confidentiality of reports, statistical bulletins, and IT databases • Accountable for the maintenance of data quality standards, the implementation of effective monitoring systems and contributing to an intelligence and benchmarking hub for the council and key partnerships that enables a focus on outcomes, improvement, demand, effective use of resources and robust performance management of risks • Co-ordinates the directorates council's data, data management, data warehousing, analysis and statutory/mandatory reporting • To be responsible for ensuring that data is reliable and valid by: <ul style="list-style-type: none"> ○ Managing a range of core IT systems and procedures to collect and check data. ○ Assist in managing and develop systems for the flow of data between internal units, services, partners and external agencies. ○ Collaborate with other Teams • Configure and maintain and test software packages linked with directorate activities, databases and other data collection systems
General accountabilities and responsibilities	
Green Statement	This will involve: <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	This will involve: <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	This will involve: <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.

Safer Working	This will involve: <ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.
Equalities	This will involve: <ul style="list-style-type: none"> Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	This will involve: <ul style="list-style-type: none"> Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	This will involve: <ul style="list-style-type: none"> Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	This will involve: <ul style="list-style-type: none"> Taking responsibility for continuing self-development and participating in training and development activities. Participating in the ongoing development, implementation and monitoring of the service plans. Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	This will involve: <ul style="list-style-type: none"> The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:			
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/qualifications:	Degree or equivalent – through qualification or prior learning	A-I-T	2

Minimum experience/ knowledge/ skills:	<ul style="list-style-type: none"> ▪ Experience of managing, transferring, extracting and cleansing data ▪ A good practical knowledge in using and linking a range of ICT applications ▪ Experience of working as part of a team to achieve joint objectives 	A-I-T	3
	<p>Skills</p> <p>Ability to understand and apply basic statistical techniques</p> <p>Ability to find solutions to complicated problems</p> <p>Produces reports in variety of forms</p>	A-I-T	3
	<p><u>Knowledge</u></p> <p>Good user knowledge of Microsoft applications (for example: Excel, Word, Powerpoint, Access), including transfer of data between them</p> <p>Aware of information sources and how to get the information needed</p> <p>Understands and conforms to the legislative, ethical and procedural requirements in relation to data collection and storage of work</p>	A-I-T	3
Minimum behaviours:	Effective team player. Able to work effectively in a partnership environment with colleagues from a diverse range of professional backgrounds.	A-I-T	3
Communicating	Produces written communications which are clear, fluent, concise and jargon-free and are readily understood by intended recipients	A-I-T	3
	Communicates orally in a manner which is clear, fluent, concise and appropriate	A-I-T	3
	<ul style="list-style-type: none"> • Able to build good relationships with staff at all levels and with external partners and organisations 	A-I-T	3
Working together	<ul style="list-style-type: none"> ▪ Co-operates and works well with others in the pursuit of team goals, sharing information and supporting others. 	A-I-T	3
	<ul style="list-style-type: none"> ▪ Establishes and maintains constructive and open relationships with a wide range of people, achieving positive shared outcomes and sharing feedback. 	A-I-T	3
Driving improvement	<ul style="list-style-type: none"> • Is self-motivated and looks for ways to improve data activities undertaken 	A-I-T	3
	<ul style="list-style-type: none"> • Able to move outside current thinking to generate new ideas and solutions 	A-I-T	
Adaptability	<ul style="list-style-type: none"> • Flexible about the roles and activities to be undertaken 	A-I-T	3
	<ul style="list-style-type: none"> • Able to cover data specialisms when required 	A-I-T	3

Personal Effectiveness and Self Development	<ul style="list-style-type: none"> Manages time and prioritises work in an effective and productive way. Displays a high level of personal 'drive' and energy, and shows a capacity for sustained effort and performance. Seizes opportunities and takes the initiative in moving things along in a positive way. 	A-I-T	3
		A-I-T	3
		A-I-T	3
Leadership and managing people <i>(for those with line management responsibility)</i>			
Strategic perspective <i>(for senior management posts)</i>			
Special conditions:			
Signature of Employee:	Name:	Date:	