

Hertfordshire County Council

Job Outline



JOB TITLE: HAFLS Data Analyst
GRADE: H7
REPORTS TO: HAFLS Business Support Officer
TEAM: Hertfordshire Adult & Family Learning Service
(HAFLS)
DEPARTMENT: Adult Care Services

Purpose of the Job

- To manage the business information required within the team
- To take the lead on evaluating data and reporting on all requirements
- To lead the information management design for any new project or for the development of existing projects

Main Areas of Responsibility

1. Create and maintain information systems that collect and analyse data on behalf of the Hertfordshire Adult and Family Learning Service.
2. Undertake complex research projects by collecting and analysing data and information
 - a. To interrogate and identify data that can be used to enhance our management and decision making
 - b. To gather information as required by the business - including, but not limited to, Hertfordshire demographics; employment skills needs; Jobcentre Plus data and Local Enterprise Partnership data
 - c. To conduct benchmarking as required and present the results
3. Produce standard data reports, and when required, ad hoc data reports, ensuring that the information is distributed as required
 - a. To design, analyse and present regular reports for the HAFLS team including all reports for the Monitoring Team meetings (monthly) and the Advisory Board (termly)
 - b. To design, analyse and present information as and when required throughout the year, including but not limited to, Curriculum Review, Self-Assessment, Needs Analysis, Quality of Teaching and Learning
 - c. To regularly monitor, analyse and present the QAR (Qualification Achievement Rates) performance of Direct delivery and subcontractors
 - d. To upload Direct Delivery progression to the MI system and complete regular progression reporting for HAFLS including subcontractors

4. Design, build and maintain Management Information products for the service, ensuring effective data entry on computer systems, including training partners in the effective use of the Learnertrack (or similar) System
 - a. To write the data management specification for new projects and be involved in setting up and implementing the systems and processes required
 - b. Write work instructions and guidance on all reporting requirements
 - c. To fully understand how data is held in the MI system so that when it is being analysed it can be presented appropriately for the audience, including external bodies (ESFA, Ofsted)
 - d. Train and provide ongoing support to subcontractors and HAFLS team in the use of the MI system outputs, including any new developments in reporting
5. Design and build ad hoc reports as required
 - a. To take the requirements of the team's business reporting needs and design, analyse, interpret, format and present the information for the audience
6. Ensure that the Individual Learning Record is correct, fully utilising the reports generated by the funding body
 - a. To identify any issues with reporting and resolve these with the MI system provider, keeping a log of all issues raised
7. Undertake other information related work as required
 - a. To work with other members of the HAFLS team to develop the use of the MI system to best meet the needs of the service and to work on developments
 - b. To provide cover for some elements of the Exam and Data Coordinator role
 - c. Other tasks relating to data management as required on an ad hoc basis

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment.

Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

Skills & Experience:

- A high level of data literacy used in a business environment, including regular interpretation of data for business purposes
- Experience in working on a variety of data reporting - being experienced in understanding, analysing and interpreting data; spotting and resolving issues and then presenting the data in the most suitable way for the audience
- Ability to communicate complex instructions clearly, both verbally and written
- Good report presentation skills
- Excellent interpersonal skills and an ability to work with people at all levels of internal and external organisations
- Excellent Excel skills
- Good maths skills
- Experience in using MI systems and the ability to fully understand the interfaces between MI systems and local databases/systems
- Excellent attention to detail

- Good organisational skills
- Ability to deliver 1-1 and small group training sessions
- Ability to prioritise own workload and manage own time effectively
- An understanding of funding rules and how they affect data collection and returns (desirable)

Personal Effectiveness:

- Shows a high level of initiative and ability to develop and drive forward own area of work
- Self-motivated and able to carry out tasks without supervision
- Flexible and adaptable and has a 'can do' approach