

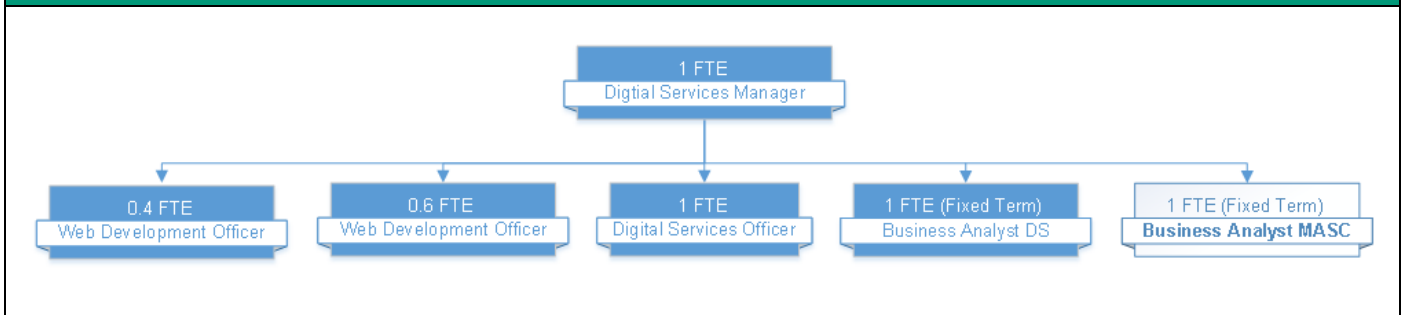
## Job Description and Person Specification

<b>Job title:</b>	Business Analyst (Modernising Adult Social Care)
<b>Directorate:</b>	Resources
<b>Service:</b>	Strategic Support
<b>Team:</b>	Digital Services
<b>Post number:</b>	04741
<b>Salary grade:</b>	H
<b>Work location:</b>	Market Street
<b>Reports to:</b>	Phil Rumens
<b>Supervises:</b>	

### Job Purpose

To support the Council's Modernising Adult Social Care work through the collection, validation and analysis of data related to how Adult Social Care services are currently delivered, and how they may be improved, or made more efficient.

### Structure Chart



### Main Duties and Responsibilities

As part of the Council's Modernising Adult Social Care initiative;

- To gather information and data relating to how various West Berkshire Council services are delivered. This data should be gathered from a number of sources including;
  - Team(s) delivering the service and their managers.
  - Other teams/service providers supporting the service delivery
  - Service users/customers
- To gather comparative data, information and ideas from other organisations, including local authorities.
- To validate the accuracy, completeness and relevance of the information and data collected.
- To analyse the information, data and other examples of how services are being delivered in order to explore how service delivery methods could be re-designed in order to improve customer service, realise savings, or improve efficiency.

### Main Duties and Responsibilities

5. To work with colleagues, Modernising Adult Social Care project team members and other Council teams to develop conclusions and service improvement proposals from the information and data gathered.
6. To produce written summaries of the information and data collected, conclusions and draft recommendations for service re-design that can be easily assimilated by the appropriate.
7. To promote equality as an integral part of the role, treating everyone with fairness and dignity.
8. To comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
9. To adhere to the standards set out in the WBC competency framework.

### Scope (impact on/control of resources, people, money etc)

This post has no resource, personnel or financial management responsibility.

### Person Specification

Qualifications	Essential/ Desirable	Internal Use Only
Educated to degree level, or equivalent qualification	E	1
<b>Experience</b>		
Proven ability to gather, analyse and document information and data	E	1
At least one year post-qualification experience in a field relevant to this role	D	1
<b>Knowledge and understanding</b>		
A basic understanding of local government and adult social care	E	1
Involvement in a peer-to-peer knowledge and support network	D	1
An understanding of Agile and Waterfall project methodologies	D	2
An understanding of service design principles	D	3
<b>Skills and abilities</b>		
Working knowledge of how to gather, analyse, and organise data	E	1
Working knowledge of how to research legislation and best practice	E	2
Ability to use process modelling and system design tools	D	1
Ability to use Outlook, and a web browser to access information	E	3
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	4
<b>Work-related personal qualities1</b>		
Creative and collaborative combined with pragmatism	E	1
Ability to plan, organise, and deliver work to deadlines	E	2
Ability to work with a wide range of people across a varied organisation.	E	3
Ability to communicate clearly, effectively and in a timely manner	E	4
Ability to work on a number of different projects at the same time	E	5
Willingness to learn	E	6
<b>Other work-related requirements</b>		
Enhanced DBS check with relevant barred list/s	No	
Is this post politically restricted?	No	

