

## JOB DESCRIPTION

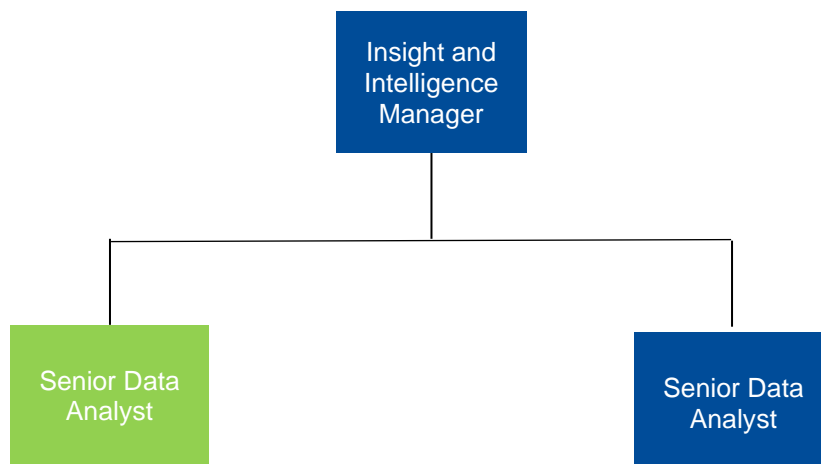
<b>Job Title</b>	Senior Data Analyst
<b>Position Number(s)</b>	
<b>Department</b>	Grenfell Partnerships
<b>Section or Service</b>	Grenfell Partnerships
<b>Grade</b>	G

## DESIGNATION:

<b>Responsible to:</b>	Insight and Intelligence Manager
<b>Employees directly supervised (if applicable):</b>	None

### Family Tree

*Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.*



## **1. JOB PURPOSE:**

---

The role of the Grenfell Partnerships team is to support the council to deliver the commitments made to people affected by the Grenfell tragedy and to work with internal and external stakeholders and community partners to drive the delivery of Grenfell support to bereaved, survivors and the immediate community close to the tower. Learning the lessons from Grenfell and changing the council in response to the Grenfell Tower inquiry is a key priority for RBKC.

The Senior Data Analyst will hold a pivotal responsibility in assisting the council to meet its obligations concerning impact evaluation and monitoring. They will also be instrumental in designing and implementing the processes and systems necessary for delivering Grenfell support throughout the period 2024 to 2028.

Within the team, the Senior Data Analyst is the main lead for data analysis and reporting, supporting Grenfell Partnerships management team and colleagues with data related work.

They are responsible for:

- Monitoring the delivery of the Grenfell support to bereaved, survivors and the immediate local community, and providing members, the Independent Scrutiny Function (ISF) and key internal and external stakeholders with accurate, timely and robust management information about progress made;
- Leading complex data-related projects that supply insight to a range of business areas; and
- Designing and implementing process and system changes to support the delivery and evaluation of the Grenfell programmes.

## **2. DESCRIPTION OF DUTIES:**

---

The Senior Data Analyst will take responsibility for:

- Providing Grenfell support governance, the Independent Scrutiny Function, RBKC scrutiny committees, and resident steering groups with high quality and timely reports that enable them to effectively monitor, scrutinise and challenge the delivery of Grenfell support programmes;
- Develop and implement data collections systems and processes that support the monitoring and scrutiny of the programmes by the Independent Scrutiny Function, and the development of an annual impact evaluation report of the Grenfell support;
- Designing and developing reporting capability using Power BI and other platforms to support the Grenfell Partnerships Team and Dedicated Service management team in continuously monitoring and improving service delivery;
- Leading and advising on the delivery of data quality improvement projects working with the Dedicated Service, the Grenfell Community Advocacy Team and VCS organisations as required;
- Supporting the residents steering groups and the Independent Scrutiny Function with interpretation and use of management information, responding to their queries and addressing their recommendations, and offering analytical and technical expertise as required;
- Delivering and presenting complex research or data analysis, using written reports, presentations, residents newsletters and online channels as appropriate;
- Improving the processes and systems that support the delivery of Grenfell support programmes;

- Contributing to the development of a report tracking North Kensington progress towards recovery using community and economic intelligence;
- Leading on the response to Freedom of Information requests and data queries relating to Grenfell;
- Leading on the transitioning and archiving of Grenfell data;

#### **General Requirements**

- Reflect our values and behaviours, they set out how we do things here and set high expectations for all of us.
- To support our ambitions around equality, diversity and inclusion.
- To carry out all duties in accordance with relevant Council, directorate and local policies, procedures and standards
- To be aware of the Council's Health and Safety Policy and to work safely.
- To participate in training and make constructive use of supervision and performance review to enhance opportunities for personal development, and to contribute improvements to the service.
- To carry out the responsibilities of the post at all times with due regard to equal opportunities, the Data Protection Act and the maintenance of confidentiality and service user choice.
- To develop good working relationships with all teams within the service, other directorates, business groups and partner agencies.
- To undertake any other appropriate duties as directed by line managers.

#### **Key organisational links will be:**

- Grenfell Partnerships management team and the Dedicated Service management team
  - Corporate directorates such as Corporate Strategy team, Adults and Social Care, Children's Services, Housing and Social investment, and Corporate Resources.
  - The Independent Scrutiny Function
  - External strategic partners, such as MHCLG, the NHS and third sector partners.
-

## SELECTION CRITERIA/PERSON SPECIFICATION

<b>Job Title:</b>	Senior Data Analyst
-------------------	---------------------

### Conditions to Note:

#### Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

#### Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

#### Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

<b>A</b>	<b>Equal Opportunities</b> <ul style="list-style-type: none"> <li>Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunities, Customer Care, Diversity and Inclusion and the ability to implement these policies in the workplace.</li> </ul>
<b>B</b>	<b>Qualifications</b> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Evidence of continuing professional development relevant to role</li> </ul>
<b>e C</b>	<b>Skills, Experience and Attitude</b> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Advanced knowledge of Microsoft products (PowerPoint, Excel)</li> <li>Extensive knowledge of Microsoft Power BI (for both analysis and data modelling)</li> <li>Experience using SharePoint lists and document libraries and developing forms for data input using Microsoft InfoPath and/or Microsoft PowerApps</li> <li>A clearly demonstrable understanding of the purpose and value of analysing data to derive insight that helps make better-quality decisions</li> <li>Ability to learn and develop proficiency in new applications</li> <li>Strong data visualisation skills</li> <li>Creative problem solver who is able to think differently and find solutions to analytical problems and questions</li> <li>Ability to analyse qualitative and quantitative information from a range of sources and present insight in a clear and concise way</li> <li>Extensive experience of statistical data analysis</li> <li>Strong writing skills to articulate procedures and information for use by multi-skilled staff</li> <li>Able to work independently and manage effectively own's area of work</li> <li>Comfortable in working in a fast-paced, ambiguous environment, with the capability to act</li> </ul>

	decisively upon incomplete information, using strong principles and experiences to influence decision-making.
--	---

Our Values & Behaviours	
D	<p><b>PUTTING COMMUNITIES FIRST</b></p> <ul style="list-style-type: none"> <li>• We put local people at the heart of decision making in everything we do.</li> <li>• We seek to include and involve: all voices matter.</li> <li>• We provide quality services that are responsive, effective and efficient.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I actively involve and include the communities that I serve in my work.</li> <li>• I shall reflect the views of the communities in my daily work.</li> <li>• I shall improve the service I provide through seeking feedback from others.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I have been included</li> <li>• I can see how my views have been taken into account</li> <li>• I can see improvements and developments based on my input</li> </ul>
E	<p><b>RESPECT</b></p> <ul style="list-style-type: none"> <li>• We listen to everyone and value the personal experiences of people in our communities and of each other.</li> <li>• We adopt a fair and involving approach regardless of any way in which an individual is different to us.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I adapt my approach to take account of all differences and cultures in the community and with colleagues.</li> <li>• I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves.</li> <li>• I communicate in a way that is respectful, encourages involvement and meets people's needs.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I feel my culture and background are respected.</li> <li>• I have confidence that action is being taken.</li> <li>• I feel I am being treated fairly.</li> </ul>
F	<p><b>INTEGRITY</b></p> <ul style="list-style-type: none"> <li>• We act with openness, honesty, compassion, responsibility and humility.</li> </ul>

	<ul style="list-style-type: none"> <li>• We let people know what we are doing and communicate why and how decisions have been made.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I demonstrate empathy in my interactions with others.</li> <li>• I am honest and transparent about the decisions I take.</li> <li>• I follow through on the actions I say I will take and take ownership for communicating the outcome.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I am told when something is not possible and the reasons why are explained to me.</li> <li>• I feel my perspective is listened to and understood.</li> <li>• I feel my views are valued</li> </ul>
<b>G</b>	<div style="background-color: #00a651; color: white; text-align: center; padding: 5px; margin-bottom: 10px;"><b>WORKING TOGETHER</b></div> <ul style="list-style-type: none"> <li>• We work together and in partnership with everyone that has an impact on the lives of our residents.</li> <li>• We want to understand, learn from each other and continually adapt.</li> </ul> <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> <li>• I work with others to provide an effective service for residents, local communities and other departments within the Council.</li> <li>• I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.</li> <li>• I seek out opportunities to learn from my colleagues and build on good practice.</li> </ul> <p>Our residents will feel that:</p> <ul style="list-style-type: none"> <li>• I can get my issue resolved without being passed around departments.</li> <li>• I find it easy to access the services that I need.</li> <li>• I feel the Council is open to new ideas.</li> </ul>