

## LEAD STRATEGIC ANALYST

Reference No.	A4554	Type	Generic
Service	Education		
Job Family	Professional 2	Grade	FC8

## Purpose

Developing and maintaining a consistent approach to the analysis of strategic approaches across Directorate Services, including the identification and development of quantitative analysis to support new strategic approaches.

Developing and deploying approaches to help better identify and communicate improvement priorities for all levels of Directorate activity, from Directorate to service delivery level.

Monitoring the impact of the Directorate's strategic approaches to ensure continual improvement on an ongoing basis.

Developing new and innovative approaches to value-added reporting and improved benchmarking for Directorate outcomes and key processes.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Advising and challenging Services, Customers and Councillors on how to manage and deliver information and services by identifying, planning and developing approaches, policies and systems.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

Educated to SCQF level 10 which includes an Honours Degree or equivalent, or equivalent experience  
Green belt or equivalent in LEAN  
PRINCE 2  
MSP  
Risk Management Experience  
Evidence of an analytical approach to problems and effective use of knowledge; Analytical skills

**E**

**D**

✓

✓

✓

✓

✓

✓

## Role Profile

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	Qualified in a numerate or statistical discipline	✓	
Managing and communicating information effectively so that clients are kept up to date with internal and external developments.	Communication skills	✓	
	Interpersonal skills	✓	
Identifying and managing a range of improvement projects and activities within areas of service delivery in line with agreed standards and deadlines. Maintaining and updating work, project, and programme plans.	Evidence of ability to balance effective work programming, meeting deadlines and monitoring with flexibility in reacting to urgent work and changing priorities (Deliver results - See 'How We Work Matters' Framework)	✓	
	Time management skills	✓	
	Prioritisation skills	✓	
	Ability to operate effectively while under pressure and cope with uncertainty (Take ownership)	✓	
Maintaining and updating work, project, and programme plans.	Experience of working within a project and/or programme environment (Focus on customers)	✓	
	Project management skills		✓
	Experience of projects involved with the introduction of new technologies, systems and new ways of working		✓
	Ability to provide a regular and effective service	✓	
Identifying and managing strategic analysis activities	Experience of methodologies underpinning strategic analysis , such as quantitative analysis, statistics and mathematical modelling	✓	

E = Essential Criteria D = Desirable Criteria

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Collecting, analysing and interpreting a wide range of performance and other management information.	Significant experience of working as a quantitative analyst supporting strategic decision making within a related discipline (e.g. statistics, economics, quantitative analysis)  IT skills, e.g. Microsoft Excel, SQL, VBA, SPSS or similar (Embrace technology and information)  Experience of using Geographic Information Systems and spatial analysis	✓  ✓	✓
Delivering analytical products, identifying methods of approach, customer requirements and key datasets.	Experience of information analysis and solution development	✓	
Using and manipulating data including data cleaning, formatting and presentation.	Practical experience and ability to collect, analyse and interpret a range of data, including performance and management data  Practical skills in the use and manipulation of data including data cleaning, formatting and presentation	✓	✓
Reviewing and monitoring the impact of improvements and systems.	Ability to adapt approaches where appropriate and respond to changing requirements	✓	
Preparing reports for senior managers.	Report writing skills	✓	
Developing and delivering training materials and presentations.	Experience of developing and delivering training materials and presentations	✓	
Supporting Corporate Development Officer (1) to deal with more complex issues, and recommending appropriate solutions.	Experience of providing advice and guidance	✓	
Monitoring budgets and reporting on resource issues as appropriate.	Experience of budget and resource management		✓

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Leading internal meetings and focus groups including user-group and project meetings.	Ability to work with and co-ordinate a wide variety of people to achieve desired outcomes in a workshop environment (Work together)  Conflict handling skills	✓  ✓	
Keeping up to date with agreed areas of practice and to share this expertise across the Council, for example ICT enabled service delivery, quality systems, performance improvement and project management.			
Supervising the work of Assistants as appropriate.	Team working skills	✓	
Liaising with other Teams and Services to ensure that packages of support are integrated with other relevant areas of work.	A flexible approach and the ability to embrace change	✓	
Contributing to the development of Directorate and related strategic plans.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

# Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>Take Ownership</li> <li>Focus on Customers</li> <li>Work Together</li> <li>Embrace Technology &amp; Information</li> <li>Deliver Results</li> </ul>