



Role Profile

Data Analyst

Reference No.	A4654	Type	Individual
Service	Education & Children's Services		
Job Family	Professional 1	Grade	FC7

Purpose

The role of the Care Experienced Children and Young People (CECYP) Data Analyst is to support the development and delivery of the Belonging 2 Fife strategy. The Data Analyst will play a lead role in developing the key elements of a performance management framework to support the strategy by developing and applying a comprehensive understanding of available data sources and their strengths, weaknesses and risks. Working closely with managers and practitioners from social work, education and other relevant services in order to understand and manage the diverse user needs / expectations relating to Care Experienced Children and Young People. Supporting the Improvement Officer (Strategy & Knowledge Management) in improving wider information management for the Belonging 2 Fife strategy. Managing a range of projects to analyse, use and report data relating to the experiences and outcomes of Care Experienced Children and Young People. Providing advice and guidance to key stakeholders regarding the appropriate and effective use of data.

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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
<p>Managing a number of projects to design and implement agreed statistical reports in formats that meet the operational needs of the Belonging 2 Fife strategy</p>	<p>Educated to SCQF Level 9, which includes a degree or equivalent, or with equivalent experience.</p> <p>Qualified in a numerate or statistical discipline (e.g. statistics or economics) or in a discipline with a significant numerical or statistical component</p> <p>Time management skills (Deliver Results – see How we Work Matters Framework)</p> <p>Work planning skills</p> <p>Demand prioritisation skills</p> <p>work under pressure</p> <p>cope with uncertainty (Take ownership)</p> <p>adapt approaches, as needed, to respond to changing demands</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Undertaking analysis of available data to identify key features of data relating to Care Experienced Children & Young People and to improve knowledge and understanding about the experience of children in care, their educational & life outcomes, and of effective approaches to improving these.</p>	<p>Experience of using analytical tools and approaches on data</p> <p>IT skills with relevant software, e.g. Microsoft Excel, or similar (Embrace technology and information)</p> <p>Practical experience in the use and manipulation of data (linking, collating and cleaning data, etc)</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

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<p>Developing effective performance management information relating to experiences and outcomes of Care Experienced Children & Young People, by:</p> <p>Identifying the key information needs of service managers, practitioners and other stakeholders</p> <p>Presenting relevant information in an accessible and impactful way, to ensure that key messages are readily available to and understood by the target audience</p> <p>Ensuring that performance reporting makes effective use of available data as relevant data systems are replaced (e.g. introduction of SWIFT replacement)</p>	<p>Work with and coordinate engagement sessions with a diverse range of stakeholders</p> <p>Significant experience working in a performance management or business change role.</p> <p>Adapt approaches where appropriate, and to respond appropriately to a changing context</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Developing and maintaining an understanding of current and developing management information systems (MIS) for council children's services, including:</p> <p>Social work MIS (e.g. SWIFT and SWIFT replacement) Education MIS (SEEMiS and new SEEMiS).</p>	<p>Experience of working with a wide variety of information sources</p> <p>Experience of working in a complex policy landscape</p> <p>Knowledge of the role of data and analysis in public policy decision making or the quality improvement of public services</p>	<p>✓</p>	<p>✓</p> <p>✓</p>
<p>Identifying, developing and maintaining a productive working relationship with key staff working with care experienced children and young people across all relevant service areas (including Children & Families Social Work, Education Service, Schools, Performance and Improvement Team, Corporate Research Team, etc).</p>	<p>Interpersonal skills (working together)</p> <p>Customer care skills (focus on customers)</p> <p>Experience of collaborative working</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

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Providing written reports, briefings etc to senior managers and key stakeholders on all aspects of the outcome and experiences of care experienced children and young people.	Communication skills Report writing skills	✓ ✓	
Developing and maintaining an understanding of the processes through which data is available about care experienced children and young people, including: The different definitions of care experience used by different services. The information available from Social Work MIS regarding processes of formal care (e.g. LAC) and informal care (e.g. kinship placements) The information available from Education MIS regarding educational outcomes and experiences of care experienced children & young people (e.g. attendance and attainment)	Experience of working with a range of partners with different organisational structures and operational systems		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results