Job Description: Research and Data Analyst

Employed by: LGA, Research and Information Team

Reports to: Programme Research and Data Manager, with matrix management across the Team

Grade: Grade 4

Responsible for: Designated staff including matrix management of teams

Job Purpose:

Partners in Care and Health (PCH) helps councils to improve the way they deliver adult social care and public health services and helps Government understand the challenges faced by the sector.

PCH is partnership of the Local Government Association (LGA) and Association of Directors of Adult Social Services (ADASS) working with well-respected organisations, it is funded by Government and offered to councils without charge with the aim of delivering impactful change for those accessing local services.

Design and deliver high quality analytical, research and data projects.

Core Accountabilities:

The postholder has distributed accountabilities to the LGA and ADASS as partners to the Partners in Care and Health Programme.

1.   Deliver data analysis and benchmarking projects for the Programme.

2.   Design and deliver research, analysis and data projects as required within agreed resource and budget allocations.

3.   Provide professional advice and guidance on interpreting research, data and analysis.

4.   Model the LGA's values, be familiar with ADASS values, and undertake all responsibilities with due regard to the relevant policies and procedures.

5.   Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

1. Contribute to the development, delivery and promotion of the LG Inform data service, including the research and production of LG Inform reports.
2. Work with colleagues to understand their requirements and design research and analytical projects to meet them.
3. Deliver research and analytical projects, using both quantitative and qualitative methodologies. This may include survey design and distribution, topic guide development, piloting, conducting surveys, analysis of data (numerical or qualitative), writing research reports, producing infographics or data visualisations, promotion of research, and providing advice on the use of findings in media releases.
4. Develop networks and partnerships that add value and support Programme, and work to maintain a positive reputation with local authorities, central government, partners and stakeholders.
5. Provide and communicate relevant and up to date research findings and other data and information in an accessible and comprehensible form to the intended audience.
6. Ensure effective quality assurance across all analytic and research activity.
7. Attend data-related meetings with key stakeholders and work to maintain a positive reputation.
8. Identify opportunities for improving and streamlining business processes and ensure that improvements are implemented effectively.
9. Ensure high standards of professionalism so that the reputation of the Programme is enhanced.
10. Build and maintain strong and positive relationships with staff across the Programme.

Relevant Contacts:

LGA and ADASS national and regional teams

Local authorities, including officers and elected Members/Councillors

Central Government Departments, especially Department of Health and Social Care

National and regional improvement organisations

Other organisations as necessary

Person Specification: Research and Data Analyst

Qualifications

- Evidence of continuous professional development

Knowledge and experience

- A track record of delivering high quality research and analysis, within agreed timescales, that meets the needs of customers or users.

- A broad understanding of local and/or central government and how it works.

- Knowledge and experience of working with data and intelligence for adult social care

- Experience of managing a complex workload, preparing plans and meeting deadlines and milestones.

Skills and abilities

- Expertise in survey research, desk research, data analysis and qualitative analysis, and the ability to apply these to support the needs of politicians, officials and officers.

- Excellent writing skills, with the ability to accurately summarise and convey sometimes complex information in a non-technical way with clear conclusions where appropriate.

- Ability to undertake advanced statistical techniques, and present this clearly to a non-technical audience.

- Ability to engage with customers and stakeholders to understand their needs, and in doing so to consider the impact conclusions or advice will have on customers / strategies / policies.

- Excellent oral and influencing skills, with the ability to give clear advice and explanations.

- Political sensitivity, with the ability to exercise discretion and to demonstrate political neutrality at all times.

- Good interpersonal skills, with the ability to deal with members, other clients and colleagues with courtesy, tact and sensitivity.

- Excellent organisational skills, with the ability to prioritise work to meet deadlines and work under pressure, with a concern for order and accuracy.

- Excellent IT skills, including Word, Excel and PowerPoint with the ability quickly to learn new packages as required.

- Ability to work as part of a team and to support others.