

Manchester City Council

Role Profile

Senior Analyst, Grade 8

**Performance, Research and Intelligence Service,
Core Directorate**

**Reports to: Performance and Insight Managers
(HDRC Manchester)**

Key Role Descriptors:

This role provides specialist support to the organisation and external stakeholders.

The role holder will develop, manage and successfully deliver highly complex performance, research and intelligence/analysis work packages to support the delivery of the Council's Corporate Plan. In doing so they will support the achievement of strategic and operational objectives through a focus on evidence-led decision making.

The role holder will work with key stakeholders to understand the service's needs and relevant context, ensuring that projects delivered by PRI are efficient, effective and coordinated for maximum benefit.

The role holder will provide effective project management and oversight of agreed analytical projects.

The role holder will have a good understanding of the context of their thematic area.

The role holder will understand the importance of good performance management and evidence led decision making.

Key Role Accountabilities:

Lead, manage and deliver high-quality and complex performance, research and intelligence/analysis work packages, contributing to a range of plans and strategies.

Effectively communicate highly complex information to a wide range of relevant stakeholders, building and maintaining effective working partnerships with authority colleagues and relevant external partners to maximise their contribution to research and corporate priorities.

Work collaboratively with services to design and deliver performance, research and intelligence/analysis projects which address key operational, service delivery and customer related matters within cost limitations and control all risks in relation to the achievement of agreed objectives.

Provide solution options to complex problems and - where needed - develop robust business cases to implement these solutions.

Work with data and ICT leads to develop and maintain the information systems/processes and tools required for the effective management of the performance, research and intelligence/analysis projects.

Assist in embedding and implementing good research, data and performance management framework principles.

Demonstrate personal commitment to continuous self-development and service improvement.

Be an advocate for the service/organisation in meetings, working groups and other forums.

Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management to maximise the skills and knowledge of individuals in the service.

Motivate and coordinate project team members through strong leadership and example.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the role holder is disabled, every effort will be made to supply all the necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be pursued.

Role Portfolio:

The Health Determinants Research Collaboration (HDRC) function, within the Performance, Research and Intelligence Service, will be responsible for the delivery of HDRC Manchester

The aim of HDRC Manchester is to ensure decision makers in Manchester have the evidence and intelligence they need to shape strategic and operational thinking and to demonstrate the impact those choices have on our priorities.

The Senior Analyst (HDRC) will provide support to the three thematic pillars of the HDRC Manchester programme: Culture Change, Research, and Methods. This will involve informing the design of projects to embed a research-driven culture across the council and delivery of these projects; to work in collaboration with HDRC team members to identify and prioritise research needs within HDRC partners; to collaboratively develop research-focussed guidance, toolkits and training, and to support and enhance the quality and impact of research conducted within the programme.

The HDRC programme team consists of 12 people within Performance, Research and Intelligence and collaborates with stakeholders within the University of Manchester, Neighbourhood services and localities across the city. Each Senior Analyst (HDRC) will have their own workstream areas covering research, analytics and evaluation projects.

This role involves identifying opportunities for research and evaluation, designing and implementing projects, in collaboration with the wider HDRC team and external stakeholders. These projects will support both analysis and evaluation activities, creating usable insight that will shape the HDRC programme and the wider understanding of the wider determinants of health.

The thematic functions will:

- Support the development of key strategic documents
- Ensure consistency of performance
- Produce credible, relevant, responsive intelligence and evaluation
- Provide data and intelligence to support the development of business cases
- Consider data science methodologies
- Promote information as an asset and improve data in core systems
- Deliver statutory returns and consultations
- Support staff to develop and look after themselves

The role will require the ability to develop and maintain working relationships with key stakeholders and the ability to develop and deliver key projects to inform decision making.

Senior Analyst, Grade 8

Key Behaviours, Skills and Technical Requirements

Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

- **Communication Skills:** Speaks fluently, expresses opinions, information and key points of an argument clearly, makes presentations and undertakes public speaking with skill and confidence. Writes convincingly and clearly, succinctly and correctly, avoids the unnecessary use of jargon or complicated language; writes in a well structured and logical way and structures information to meet the needs and understanding of the intended audience.

Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.

- **Analytical Skills:** Ability to absorb, understand and quickly assimilate complex information (often in the form of large, varied and conflicting datasets) and concepts and compare information from several different sources. Analysing any trends / results to identify patterns that may impact on decisions, and subsequently propose realistic conclusions identifying the risks and any assumptions made.

Demonstrate the ability to apply statistical methods to analyse and resolve business and technical problems. Analysing a wide range of data and other sources of information to break them down into component parts, patterns and relationships; understanding problems and making rational judgements from the available information and analysis demonstrating and understanding of how one issue may be part of a much larger system/issue.

Ability to translate analyses into business cases which define potential benefits, options for achieving the benefits development of new or changed processes, and associated business risks.

- **Planning and Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
- **Problem Solving and Decision Making:** Ability to formulate independently a range of options for new or unfamiliar situations and to select the appropriate course of action to produce a logical, practical and acceptable solution. An ability to make independent decisions of a relatively uniform nature. Continually performs at high levels of achievement, demonstrating tenacity, energy and commitment to achieve desired results.
- **Creative Skills:** Ability to find creative solutions where there are no existing parameters or procedural framework
- **Research & Intelligence:** Ability to conduct research using a variety of techniques, in order to gather evidence and evaluate intelligence, recording in compliance with documented standards and legislation. Seeks out rigorous research into new approaches and looks for the potential to develop existing approaches
- **Policy:** Use evidence from policy evaluation systematically and analyses the quality of available evidence taking steps to mitigate gaps or weaknesses. Ability to make accurate quantitative and qualitative assessments of policy performance
- **Strategic Thinking:** Skills to develop measures and methods for monitoring and evaluating performance against the strategic plan and identifies best practice and evidence that supports the development of ideas/evidence. Ability to contribute to the development, implementation and evaluation of strategy to shape future plans.
- **People Management:** Is able to inspire individuals to give their best to achieve a desired result and maintains effective relationships with individuals and the team as a whole, to ensure that the team is equipped to achieve objectives set according to the overall business need.

Technical Requirements (Role Specific)

- A. Ability to produce intelligence output in line with HDRC/customers' requirements and actively collaborate across the wider analytical community to test and challenge
- B. Ability to specify and apply appropriate analytical techniques.
- C. Ability to deliver future-proofed yet flexible data and analytic approaches; documenting processes, testing / reviewing solutions and embedding automation wherever possible.
- D. Confident in using IT solutions to achieve research and data objectives.