



## JOB DESCRIPTION

<b>Role</b>	<b>Public Transport Analyst</b>
<b>Reports to</b>	<b>Public Transport Network Delivery Manager</b>
<b>Directorates</b>	<b>Place and Connectivity</b>
<b>Department</b>	<b>Public Transport</b>
<b>Grade</b>	<b>NJC 10</b>

### Job Purpose

The role will be integral to delivering a new impactful bus franchising model for the region. Focussed on delivering responsive and robust evidence bases, such as an annual review of bus network performance and more regular reporting. The work of the Data Analyst will inform short and long-term policy positioning, strategy and business case development, including future funding requirements from national government related to public transport

### Key Responsibilities

- Provide analysis of datasets using MS Excel and other software, to inform research, policies, strategies, evaluations and performance reporting.
- Provide accurate, timely, consistent, and relevant information and analysis for colleagues across the organisations in accordance with planned activity.
- Communicate the findings of analysis in the form of written reports, presentations, blogs, infographics and other communication methods.
- Support internal evaluations using qualitative and quantitative research methods, reporting findings in a way that provides valuable support to policy development and ensuring effective dissemination of findings to key stakeholders in order to shape future strategy and policy.
- Support the production of relevant data reporting where required. This may include reports provided to the Combined Authority Board, Thematic Committees and Corporate Management Team; Reports may require data processing, analysis and visualisation, selecting indicators and supporting target setting.

### Person Specification

#### QUALIFICATIONS & KNOWLEDGE

##### Essential

- Level 6 or equivalent qualification in a relevant subject such as Human Geography, Public Policy, Land and Movement Planning (or related disciplines or degree subject with significant analysis or statistical elements of study). Alternatively, equivalent knowledge gained through demonstrable experience in a directly related area of work

##### Desirable



- Awareness of the Cambridgeshire & Peterborough Combined Authority, our remit and the issues currently facing the region.

## **EXPERIENCE**

### Essential

- Experience of working in a role requiring a significant focus on interrogating data.
- Experience of preparing reports and giving presentations of analysis or research for a variety of audiences including peer group or more senior colleagues.
- Experience of managing and collaborating on projects, of which analysis forms a part.
- Experience of building and maintaining effective working relationships with a wide range of colleagues and stakeholders to deliver agreed pieces of work.

### Desirable:

- Experience of engaging with appropriate networks and communities of best practice for data analysis and project evaluation.

## **SKILLS**

### Essential

- Proficient in the use of Information Technology for analysis and performance reporting for example using MS Excel (or similar) Power BI (or similar) and statistical packages such as SPSS (or similar).
- Sound analytical capability with a good level of numeracy including knowledge of statistical analysis.
- Knowledge of national (e.g. Office of National Statistics) and local datasets of relevance to policy development for the Combined Authority e.g. economic, demographic, housing, transport and travel, skills and other datasets
- Excellent written and good verbal and presentation skills

### Desirable

- Proficient in use of Geographical Information Systems (GIS) such as ArcGIS, QGIS or MapInfo

## **Behaviours**

### Essential

- Works collaboratively and productively with peers, team and others.
- Can work on own initiative with minimal supervision.
- Operates with integrity at all times.
- Creative thinker who looks beyond 'tried and tested' models or approaches.
- Good written communicator with the ability to present clear, accurate reports to a wide range of stakeholders.
- Embraces and embodies our CIVIL values
- Can-do attitude and willingness to take on new challenges.