



## JOB DESCRIPTION

<b>Role</b>	<b>Data Analyst (Performance or Insight)</b>
<b>Reports to</b>	<b>Analyst Performance – Reports to Performance and Evaluation Manager</b> <b>Analyst Insight – Reports to Insight Manager</b>
<b>Directorates</b>	<b>Chief Executive's Office</b>
<b>Department</b>	<b>Policy, Insight &amp; Performance</b>

### Job Purpose

The Cambridgeshire and Peterborough Combined Authority is refreshing the Analyst role as we strengthen our Policy, Insight, Performance and Evaluation functions.

Sitting within the new Policy, Insight and Performance team Analysts roles will report to either the Performance and Evaluation Manager or Insight Manager.

The Analyst role will make a significant contribution by undertaking high-quality analysis, research and evaluation activity that informs future policy and strategy development.

This role sits within the newly formed Chief Executive's Office where Mayoral support, Policy, Communications, Public Affairs and Executive Support have come together to drive forward sustainable and lasting change for our communities.

### Key Responsibilities

- Working as part of a team, provide analysis of datasets using MS Excel and other software, to inform research, policies, strategies, evaluations and performance reporting.
- Assess available data and information sources and work with colleagues in downloading, analysing and understanding national, regional and sub-regional data of relevance to transport, skills, housing, planning or economic development policy.
- 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 the Performance and Evaluation Manager with analysis to inform the Combined Authority's ongoing programme of project and programme evaluation.
- 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 quarterly performance reporting to the Combined Authority Board, Thematic Committees and Corporate Management Team, including data processing, analysis and visualisation, selecting indicators and supporting target setting.



- Support colleagues with the use of Geographical Information Systems (GIS) to produce maps and map-based analysis for reports.

## 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

## **LEADERSHIP**

### 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.

## **OTHER REQUIREMENTS**

### Essential

- To deputise for the Insight Manager or Performance and Evaluation Manager as required.
- Must be able to travel around Cambridgeshire & Peterborough.