**Data Analyst**

**Candidate Information Pack**

## About Local Partnerships

Local Partnerships LLP is jointly owned by the Local Government Association, HM Treasury and the Welsh Government. We occupy a unique position in the public sector, facilitating change through working impartially and collaboratively across all parts of central, local and regional government, and devolved administrations.

Our purpose is to help public sector organisations face the ever-increasing challenge of meeting rising demands for services, with shrinking budgets. We bring public and private sector experience that provides confidence, capability and capacity, helping local authorities achieve and maintain financial resilience.

We work all over England and Wales with a core team based in Smith Square, Westminster and a small office in Cardiff. We have c. 85 employees, supplemented by a pool of associates, and a current annual turnover of c. £11.2 million.

Our impact report for 2023-2024 can be found at: ([Impact Report 2023 - 2024 - Local Partnerships](https://localpartnerships.gov.uk/2024/07/11/impact-report-for-2023-2024/)

## Background to the Role

Due to ongoing growth Local Partnerships is seeking an experienced Data Analyst to provide analytical support across a wide-ranging and interesting portfolio of projects.

Working as part of a small but growing team led by the Senior Director - Data & Analytics, you will be providing day-to-day analytical support and analysis for client projects, proactively engaging with the client and project staff.

This role will require highly competent technical and analytical knowledge to create data products such as dashboards, tools and reports for clients, so excellent communication skills are vital.

As you will be working on various projects concurrently, we are looking for people with strong project management skills.

The role provides clear development routes into more senior roles within the Data & Analytics team and beyond within the organisations. As such we invest significantly in the capabilities of our team members to support their development.

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# **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | **Data Analyst** |
| **Responsible to:** | Senior Director, Data & Analytics |
| **Location:** | Home Based, with occasional travel to office |
| **Employment type:** | Permanent |
| **Salary:** | Starting at £40,000 p.a. |
| **Hours per week:** | 35hrs p/w |

## JOB PURPOSE

## Data Analysts provide analytical support across the Local Partnerships portfolio of projects.

## Working as part of the Data & Analytics team, you will providing data and analytical expertise in areas such as Climate and Energy, Housing, Resource Efficiency and Commercial capability. You will provide tools and insight to our clients to support their strategic, operational and commercial decision making.

## Using qualitative and quantitative tools and techniques, data analysts collect, prepare and analyse data to identify trends and develop insight, providing clients with valuable information to support their strategic decision making.

## You will identify, gather and analyse data and provide insights and outputs in various formats, including dashboards, using Power BI, maps, and tools and templates in Excel. Increasingly we are developing end-to-end data solutions using cloud-based data storage and automated data pipelines.

## You will be a key part of the project team, engaging directly with the client, project staff and other stakeholders to scope activities and complete the deliverables.

## As we are a strongly growing team you will have real input into the future development of the team.

## Data Analysts may be based anywhere in the UK with occasional travel to LP and clients’ offices around the country.

## PRINCIPAL ACTIVITIES

A Data Analyst’s general responsibilities include:

**Data analysis and presentation**

* Use data mining to extract information from data sets and draw valid inferences, using statistical approaches
* Development of input templates to capture client data such as costs and operational inputs
* Organise and transform information into comprehensible data sets and models
* Design and detailed development of dashboards using PowerBI/Fabric/Azure
* Design and development of maps using QGIS and other mapping platforms
* Work with data engineers to obtain data feeds and develop complex data models
* Design and development of spreadsheet models to analyse data and provide outputs such as tables and charts.
* Maintenance and updating of existing tools, templates and models
* Prepare reports and present these to the internal staff or clients
* Design and carry out surveys and analyse survey data
* Communicate with stakeholders to understand data content and business requirements

**Project management**

* Work with work-stream leads, project delivery teams and external suppliers as required to scope projects and help define project and resource plans and budgets
* Track and report progress of work on a methodical basis at regular intervals and provide written and verbal updates to key stakeholders
* Track and, where appropriate, escalate risks and issues
* Take ownership of the effective storage and organisation of key project documents
* Engage proactively with the with team members and project leads to provide project updates/ actions, setting up meetings and agendas, and to prioritise work and update plans across the portfolio of projects

**Skills, team and business development**

* Support skills development and knowledge transfer within the team and Local Partnerships more widely
* Act as an advocate of the Data & Analytics team within Local Partnerships and with clients
* Support the design of data analytics approaches as part of proposals
* Support business development initiatives of the team

## **PERSON SPECIFICATION**

# A degree-level qualification in a relevant discipline, or appropriate level of experience

# Excellent numerical and analytical skills

# At least two years of experience working with Power BI

# Strong ability to model and analyse data using Microsoft Excel

# Significant experience of data modelling, data cleansing, and data enrichment techniques and the ability to carry out data quality control and validation

# Working knowledge of SQL or similar and experience of setting up and maintaining automated data processes

# Experience of supporting multiple projects concurrently

# An imaginative and flexible approach to work, particularly in the field of problem solving and planning, development and successful implementation down to detailed levels

# Excellent organisation skills, personal resilience and ability to multi-task and deliver to tight deadlines

# Strong communication and interpersonal skills to engage confidently and work effectively with colleagues and clients

# Proficient professional level of IT skills required in main M/S Office applications

# Technical knowledge of a coding language (eg Python); MS Azure; GIS tools would be advantageous, but not essential

# Previous experience of working with public sector databases and data sets would be useful, but not essential

# HOW TO APPLY

Closing Date: 5pm, 31 January 2025

***We value diversity and encourage applications from all sections of the community, regardless of race, national or ethnic origin, disability, age, sex, gender, sexual orientation, transgender identity, religion or belief.***

***We welcome candidates with different backgrounds, identities and thinking styles – if you would like to discuss adjustments to our interview process, get in touch by any means you feel comfortable with.***

# STANDARD EMPLOYMENT BENEFITS

Information as at 01 Jan 2025

**Holidays**

For employees working full time, annual leave entitlement is as follows:

Less than three years’ continuous service – 28 days

More than three years’ but less than five years’ continuous service – 30 days

Five years’ continuous service or more – 32 days

**Plus** all **public holidays** AND your **Birthday day off**!

**Pension**

During your employment you will be eligible to join and remain a member of Local Partnerships pension scheme operated by Standard Life.

The default pension contribution rate is 3% employee contribution with a 9.5% employer contribution. If you would like to opt-in to different rates above this level, we will apply proportional contributions as follows:

|  |  |  |
| --- | --- | --- |
| Employee | Employer | Total |
| 3% | 9.5% | 12.5% |
| 4% | 11% | 15% |
| 5% | 12.5% | 17.5% |

For clarity, if anyone chooses to contribute more than 5%, the maximum Local Partnerships contribution will be 12.5%.

**Group Life Assurance**

Membership of the Local Partnerships Group Life Insurance scheme is automatic for all employees joining Local Partnerships who are also members of the Local Partnerships pension scheme.

Summary of benefits of the scheme:

* Life cover of 4 x basic annual salary.
* You are able to select any nominated beneficiary to receive the lump sum payment in the event of your death.
* Any lump sum payment will be made tax free as the scheme is HMRC approved.
* The cost of the plan is paid for by the employer.
* You will not be taxed on the premium paid by the employer on your behalf.

**Healthcare Cover**

**Benenden Health** provides limited private healthcare cover; 24/7 Dr support; 24/7 Mental Health helpline and a full Employee Assistance Programme: <https://www.benenden.co.uk/health/healthcare/#!overview>

**SimplyHealth cashback scheme:**   Claim back the costs of your everyday healthcare expenses, such as new glasses / chiropractic or dental checkups

**Salary Sacrifice schemes**

**Octopus Electric Vehicles:** Once you are out of your probation period, you will be eligible to join the electric vehicle salary sacrificescheme to purchase a new or second hand electric vehicle via our salary sacrifice discounted rates.

**Cycle to Work scheme**

**Career Development Opportunities**

**Annual Training Budget:**  We believe in investing in our team and have a £1k annual training budget for each member of staff to expand their knowledge and grow their skills.

**Career Development Path:**  The Career Development Path is a means of assessing your skills against a framework and assessing likely next steps if you wish to progress your career or explore other career options.

**PRP scheme**

Our PRP scheme is updated annually and runs from 1 May to 30 April.