 

**Job Description: Senior Research and Data Analyst (PCH)**

**Employed by:** LGA, Research and Information Team

**Reports to:** Programme Research and Data Manager

**Grade:** 6

**Responsible for:** Designated staff

**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.

With the Programme Research and Data Manager commission and deliver high quality analysis, intelligence and research to inform, challenge and foster effective and innovative use of data and research in support of the Programme.

**Core Accountabilities:**

1. Manage the delivery of assigned projects and programmes within resource and budget allocations that deliver the Programme.
2. In co-operation with the Programme Research and Data Manager establish suitable quality control mechanisms for research and data activity and services.
3. Develop networks and partnerships around data and research and work to maintain a positive reputation for the Programme.
4. Lead/work as part of a team, building a culture of flexible and collaborative team working to ensure that PCH meets its business objectives and responds effectively to new or changing requirements.
5. Model the LGA’s values, be familiar with ADASS values, and work in accordance with health and safety, equal opportunities and environmental policies.
6. Undertake any other duties and responsibilities appropriate to the post.

**Specific Accountabilities:**

1. Provide senior level analysis and interpretation of trends and data to support local government policy and practice.
2. Lead in fostering innovation in research services and in the use of data, including geographic data, as a means to deliver the Programme’s objectives.
3. Develop communications, to provide and communicate relevant and up to date research and analysis findings in accessible and comprehensible forms to customers.
4. Develop strong relationships with relevant research and data organisations.
5. With the Programme Research and Data Manager manage links to research organisations to establish better co-operation and collective use of assets and systems in the interests of local government.
6. Lead in fostering innovative use and delivery of technology enablers including web-based services to best meet the Programme’s needs and strategic objectives.
7. Ensure effective quality assurance across all analytic and research activity.
8. Lead on data protection and related legislative requirements.
9. Deputise for the Programme Research and Data Manager as appropriate.
10. Ensure high standards of professionalism so that the reputation of the Programme is enhanced.
11. 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: Senior Research and Data Analyst (PCH)**

**Qualifications**

Evidence of continuous professional development.

**Knowledge and expertise**

* Understanding of local and central government, their roles structures and relationships.
* Understanding of key government policies and the policy making and legislative process.
* Record of achievement in complex political environments, preferably in local or central government.
* Understanding of the local government policy and improvement agenda.
* Experience of:
  + building and maintaining effective relationships and partnerships.
  + contributing to the development of strategies, interventions and innovative solutions to complex issues
  + managing performance
  + project management, demonstrating the ability to meet targets in respect of deadlines and resources.

**Skills and abilities**

* Political awareness and sensitivity to ensure credibility with politicians, senior managers, key stakeholders and staff.
* High level analytical skills including the ability to interpret evidence and identify trends.
* High level interpersonal skills, with the ability to influence and negotiate with a wide range of stakeholders effectively.
* A team player, willing to work flexibly to meet changing priorities.
* Able to deliver under pressure, prioritising work against competing demands to meet deadlines.
* Highly developed written and oral communication skills, including the ability to speak confidently in public and to present complex ideas in a clear and comprehensible way.
* Self-motivated and self-supporting.
* Intellectually agile and innovative, capable of translating ideas into policy and practice.
* High level awareness of media and presentational issues, and ability to work with politicians and media professionals to shape and project credible public positions.
* Demonstrable skills in leadership of project teams consisting of a diverse range of participants with a variety of skills/backgrounds.
* Commitment to personal and professional development.