14 - 25 Data Analyst
£19,430 - £24,964
Lancaster Circus
Working 36.5 hours per week
Fixed Term Contract until 31 August 2019

This is an exciting opportunity to contribute to the participation figures for the city. Birmingham City Council is passionate about ensuring all children in the city have equal access to high quality opportunities, through education, training or apprenticeships which lead to employment. This role will help to track young people into positive destinations.

The role will involve interrogating complex data sets and liaising with external providers to meet statutory and corporate timescales. There will be high volumes of data files to manage and the successful applicant will need to be able to deliver to tight deadlines.

This is a challenging and demanding environment. You must be able to work as part of a team, calmly and cooperatively, communicating clearly and building positive relationships with a range of stakeholders within the organisation and external customers, specifically schools and external providers.

You must be flexible as you will be asked to juggle a number of complex tasks to ensure that service standards are met.

You must be able to handle sensitive and confidential information appropriately, be committed to excellent customer care and have a good knowledge of Microsoft office, in particular Excel and Access.

Informal enquiries to Hannah Redfern on 07795 611 715 or email Hannah.redfern@birmingham.gov.uk

Ref: PE2562017

Closing date: 31 August 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Directorate for People
Job Description

JOB TITLE: 14 - 25 Data Analyst
GRADE: 3

SECTION: Education
DIVISION: Children and Young People

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

1.1 To work with the 14-19 Participation team and contribute towards reporting data on young people’s participation statuses across the city in the national approved database.

1.2 To support education and training providers with data queries, and co-ordinate returns in a timely manner whilst working to tight deadlines.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To liaise with education and training providers to ensure full compliance around our statutory duties and timely, accurate data returns are received and processed in accordance with national deadlines.

2.2 To analyse data returns from education and training providers’ in a user friendly format.

2.3 To develop and maintain information management and reporting to ensure efficient service delivery and discharge 14-19 Participation and Skills statutory requirements.

2.4 Support the safeguarding of young people across information management systems and make referrals to children’s services.

2.5 To liaise with other local authorities across the country in order to track young people’s participation and comply with the NCCIS published guidance.

2.6 To liaise with education and training providers to ensure compliance, timely submission of returns and data quality.
2.7 To manage all aspects of data quality, including importing/exporting data for reports, writing report queries to meet business needs.

2.8 To record and maintain accurate information on specific vulnerable groups amongst other data activities.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Partnership Manager

JOB NO: XXX

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by supervisor.

2. Left to work within established guidelines subject to scrutiny by supervisor.

3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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<td>N/A</td>
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*Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS
Directorate for People

Person Specification

Post: 14 – 25 Data Analyst  Grade: 3
Division: Full Participation and Skills  Section: Education Service

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tr>
<td>Education/Qualifications</td>
<td>1. Committed to maintaining high knowledge &amp; Skill Levels in appropriate areas and developing further knowledge and expertise.</td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
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<td>Experience (Relevant work and other experience)</td>
<td>1. Experience in the use of Impulse and Insight or equivalent databases.</td>
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<td>2. Experience of using Microsoft Excel and Access 2003 or 2010.</td>
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<td>3. Experience of writing formulas such as V lookup and creating SAP Reports and pivot tables.</td>
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<td>4. Experience of using mail merge.</td>
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<td>5. Experience of communicating / working at all levels with a variety of stakeholders.</td>
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<td>6. Experience of working with educational providers across the city, preferably in an educational context.</td>
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<td>Skills &amp; Ability</td>
<td>Able to speak an appropriate standard of spoken English as covered by Part 7 of the Immigration Act (2016)</td>
<td>AF/I</td>
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<td>The Annual Tracking Cycle is defined as a process to record young people’s participation across the city. This supports the councils corporate priorities to reduce the number of young people aged 16-19 (and 19 - 25yrs with an Education, Health and Care Plan) who are not in education, employment or training (NEET). This includes liaising for all</td>
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<td><strong>stakeholders and understanding data in varied formats.</strong></td>
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| 1. Ability to understand data management.  
2. Ability to use and manage computer based database Systems which include Impulse and Insight (or similar).  
3. Able to effectively communicate with internal colleagues and providers at all levels when required which includes preparation and presentation of SAP reports and briefing notes.  
4. Ability to take on a complex workload with reduced supervision.  
5. Ability to manage self in order to achieve deadlines and to work effectively as part of a team |
| **AF/I/T**  
**AF/I**  
**AF/I**  
**AF/I**  
**AF/I** |

**Training**

The council is committed to ensuring you receive training linked directly to the role. You will be supported with

1. Developing professional contacts within education settings.  
2. Managing your own resources and professional development.  
3. Developing your use of Information Technology.  
4. Developing productive working relationships with colleagues across different departments.  
5. Ensure contribution to the cost effective and efficient use of public resources.

**Other**

Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.