Role profile

**Lead Analyst – Adult Social Services**

**Our values:**

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

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| **Service** | Policy & Performance |
| **Reports to** | Performance & Intelligence Manager |
| **Job family** | Professional and Technical |
| **Grade**  | H |
| **Political restricted?** | N |
| **DBS required?** | N  |
| **Date**  | June 2024 |
| **JE Code** | JE2640 |

Key deliverables

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| 1 | Professional expert in delivering the development and implementation of performance and research management systems particularly regarding Adult Social Care including service planning and performance reporting, to ensure efficient and effective delivery of Council on all performance and indicators. |
| 2 | Leading on data collection, analysis and reporting initiatives, translating complex data into actionable insights to support the planning and development of policy in Adult Social Care. Ensuring that statutory (NHS) and inspection data (CQC) is accurate and up to date. Inspection requirements have been reintroduced to ASC and the preparations and requirements are a key part of this role. |
| 3 | To lead the Adult Performance team and support the delivery of improved service performance and outcomes for the Adult Social Services, across the Council and for the citizens and residents of Milton Keynes via scrutiny of data reported. Produce reports that will be used to analyse, scrutinised at ALT and will be published with service level outcomes. Data will be held to account via Adult service audits. |
| 4 | Support the team to contribute to the development of policies and procedures that facilitates delivery of the Councils strategic aims and objectives by using data analysis of the team and service. Recommending strategic plans based on data analysis concluded from service delivery and benchmarking. |
| 5 | Support the team in the production of accessible, well presented monitoring information reports which enable identification of significant trends and variations from agreed targets and relevant benchmarks.  These reports will include detailed narrative explaining the level of performance by services and the prognosis for the future, as applicable in driving MKCC strategy and performance. Clear statistical analysis required to drive service delivery plan with clear current and future performance. |
| 6 | Co-ordinate and support the development of corporate systems and strategies for performance management across the Adult Social Services and the wider organisation by planning the activities regularly over the periods. |
| 7 | Lead in delivering value for money analysis, collating, and analysing complex data from several sources, including activity and finance information. |
| 8 | Ensure all ASC statutory return deadlines are met and that the programme of new reporting developments can continue at pace. High and regular responsibility for adapting, designing and developing systems for service insight. |
| 9 | To lead on the work of the Performance Service.  To manage and develop team members to provide a “centre of excellence” that meets the requirements of the Adult Social Services and Milton Keynes City Council. Keep informed of changes in legislation and best practice in Adults Social Care data management and analysis.  |
| 10 | To research, implement and manage the most effective methods of data collection, storage, and analysis, bearing in mind the uses to which data will finally be put, optimising the use of new technology when and where appropriate within the Adult Social Services and Milton Keynes City Council |
| 11 | Represent MKC in regional and national performance groups and ensure that learning from these meetings has been implemented in the local Adult Social Services performance reporting. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and city council wide needs*

**Essential requirements** Key skills, expertise, and qualifications

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| **1** | Degree in a relevant subject is essential or significant experience working with Adult Social Services performance data. Postgraduate qualification will be an added advantage |
| **2** | Evidence of up-to-date knowledge of relevant professional developments and ability and willingness to continue professional development in the field. |
| **3** | Demonstrable familiarity of working within Adult Social Services analysis team in local government, and working with partners, the community, and members as well as other directorates or similar transferable experience. |
| **4** | Experience of working with large datasets, and ability to think strategically and conceptually and be able to apply such thinking to practical Adult Social Services outcomes. |
| **5** | Significant experience of working with Data Warehouse data bases and specifically Liquidlogic databases proficiency. Project management qualification such as PRINCE2 or equivalent training will be an advantage. |
| **6** | Proficiency in SQL coding and PowerBI, SSRS or other reporting/visualisation tools. Project management qualification such as PRINCE2 or equivalent training will be an advantage. |
| **7** | Significant experience of the co-ordination and delivery of Adult Social Care and / or Adult’s Social Care Statutory Returns, including knowledge of health data.  |
| **8** | Able to act on own initiative and self-motivated. Works proactively without direct supervision, delivering work on time and to quality required |
| **9** | Demonstrable success in influencing and persuading stakeholders and partners and encouraging participation. Demonstrate an ability to communicate to different audiences clearly and effectively. |

Job family

**Professional and Technical (Grade H)**

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| **Colleague expectations*** Be professional at all times
* Work together for the good of the team, city council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Manager expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
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Professional and Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing city council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

At this level roles will have many day-to-day professional, technical and management issues to deal with but must also take a longer-term view of the service sector they support, assessing its changing needs and demands and making significant contributions to resource planning. This will see job holders dealing with serious issues without recourse to managers and making autonomous decisions based upon their specialist knowledge and dedicated experience.

**The knowledge and skills required**

The broad knowledge requirement needed to deal with the technical and business challenges of roles is usually underpinned by an appreciation of the theoretical basis of the particular discipline such that job holders can fall back on the first principles of their specialism to make decisions and offer advice.

This level of knowledge is often indicated by the need for a degree level education in the relevant field, but for some roles this is substituted by a significant level of on the job training and focussed experience such that the level of expertise confers a similar level of authority.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, other jobs at this level will use a range of equipment requiring precision in their use and handling.

**Thinking, planning and communication**

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by service management.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice.

**Decision making and innovation**

Job holders will have the freedom to interpret policy and broad operating guidelines in order to shape their teams’ detailed approach to meeting their corporate objectives and targets. They will deal with escalated, multi-faceted problems independently and will tend to only consult their manager on fundamental policy or resource issues.

**Areas of responsibility**

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have at least one other elevated level of responsibility for such elements as finance, information assets, equipment or premises.

Internal roles are likely to have this pattern reversed, with the weightiest responsibility for highly valuable or significant financial and non-financial assets, but somewhat less accountability for the assessment of needs of individuals and groups.

Jobs will generally have formal line management responsibility and will not only allocate and check work, but also be directly involved in assessment, recruitment, and other human resource related procedures. Posts that do not have this level of managerial responsibility are likely to have compensatory levels of accountability in relation to the users of city council services, finance or other major asset(s).

**Impacts and demands**

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently complex, demanding of lengthy periods of concentrated mental attention while also managing high levels of work-related pressure.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.