



Cumberland Council

Post Specification

Date	January 2024
Post Group Number	6436
Post Title	Senior Analyst
Job Family	Organisational Support
Job Family Role Profile	OS14
Final Grade	Grade 14

Service Area description

Cumberland Education, SEND and Inclusion service.

Purpose of this post

To provide high quality information and intelligence, and carry out high quality research for senior and service managers, and elected members to inform and influence decision making. To work with elected members, managers, planners and commissioners to understand the Council's business and to shape Council policy and strategy, the commissioning of services, the design and re-design of services and support continuous improvement of corporate and service performance.

Key job specific accountabilities

1. To effectively manage data, performance and research projects to support service needs and specific programmes of work.
2. To carry out high quality research and deliver high quality information and intelligence on education and SEND (Reforms) in Cumberland.
3. To work with elected members and senior officers to understand service performance, the determinants of good performance, trends in performance and identify appropriate and timely interventions for improving performance.
4. To work with elected members, senior managers, planners and commissioners of services to ensure that relevant research, information and intelligence is used to inform strategy and policy content, decision making and resource allocation.
5. To work with elected members and service managers to enable self-service access to good quality performance information and intelligence.

Please note annual targets will be discussed during the appraisal process

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Key facts and figures of the post

Budget Responsibilities	• Coordination of resources to deliver agreed work programmes and research projects.
Staff Management Responsibilities	• No direct line management responsibilities. • Responsible for leading a team of peers and/or multi-functional teams on specific research projects.

Other	n/a
Essential Criteria - Qualifications, knowledge, experience and expertise	
- Degree or equivalent. - Substantial experience of managing, interpreting and using information and intelligence to influence senior managers in a local authority and partnership context. - Excellent understanding of data management, research methods, and data analysis techniques. - Established people management skills. - Organisational and planning skills with a track record in managing research projects - Politically astute in a rapidly-changing environment. - Good negotiation and interpersonal skills. - Able to operate standard office equipment and ICT skills	
Disclosure and Barring Service – DBS Checks	
No DBS Required	
Job working circumstances	
Emotional Demands	Moderate
Physical Demands	Minimal
Working Conditions	Minimal
Other Factors	
- N/A	