**Sefton-Council-Logo**

**JOB DESCRIPTION**

**Department**: Corporate Personnel **Location:** Bootle, Merseyside

**Section:** Employee Support

**Post:** Data Analyst / Information Officer **Post No**

**Grade: Career Grade JE No.**

Grade G (H) - See Special Conditions

(For further progression to Grade I within this post – See separate Job Description & Person Specification)

**Responsible to:** Business Support Manager

**Responsible for**: N/A

**Job Purpose**

To assist in administration, maintenance and development of reporting frameworks across all HR & payroll systems to ensure efficient and effective service delivery.

To assist in the creation, development and production a range of management information that will effectively support the Council.

**Main Duties**

1. To support the Senior Development Officer and Senior Systems Support Officer in the design, administration and maintenance of the reporting framework for HR & Payroll systems.
2. To assist with the creation and development of a wide range of HR & Payroll management information, reporting and information-based solutions including but not limited to:

• Statutory reporting

• Monitoring statutory compliance

• Workforce Analysis

• Job Evaluation

• Review of Equal Pay Claims

• Freedom of Information requests

• Performance monitoring

• Employee history monitoring

• Project work

1. To liaise with requestors, gathering and analysing requirements to ensure that management information produced is fit for purpose.
2. To assist in the creation and production of quality assurance and quality control reporting, e.g. to check data integrity, statutory compliance, adherence with national and local policies etc and create processes for production and distribution to recipients where appropriate.
3. To document and publish procedures relating to the creation and development of Management Information.
4. To run data integrity checks alerting Senior Managers when remedial action is required.
5. In addition to the principal accountabilities, the post holder will be expected and enabled to contribute more widely to the overall development of the Department and its services through training work, special projects and other activities, both to promote the post holder's own development and so that knowledge and experience in the Department are effectively shared, to the overall benefit of the service.
6. Ensure that all data is only divulged in accordance with Council Policy and GDPR legislation
7. Keep the Business Support Manager and key stakeholders informed on work progress particularly where there are deadlines to be met or where there is an impact on the availability or accuracy of the system or data integrity concerns.
8. Plan leave handovers ensuring that cover is arranged as required
9. Maintain an up to date knowledge of systems, identifying own training needs to the Business Support Manager

**Qualifications & Experience**

See Person Specification

**Structure Chart**

Business Support Manager x1

Systems Support Officer

x 2

Data Analyst / Information Officer x 1

Systems Development Officer x 1

Senior Systems Support Officer x 3

**Special Conditions**

* It is a mandatory requirement for the post-holder appointed at Grade G to undertake the Data Analyst Apprenticeship Qualification (Level 4). Typical duration is 24 months followed by an End-Point Assessment (3 months).   
  NB. 6 hours per week over the 24 months is provided to access learning during working hours.
* It is a mandatory requirement for the post-holder to undertake Business Objects training on iTrent. 2 day course. (Applicable to all grades).
* Progression criteria for salary progression is set out below in Appendix 1
* To be able to work flexibly and undertake all tasks in accordance with strict schedules and critical deadlines.
* The contract for post-holders appointed at Grade G is dependent on successful completion of the Data Analyst Apprenticeship Qualification (Level 4) within the period specified above.
* The post will be terminated if the post holder fails to complete or leaves the course.

**General**

This job description is a representative document. Other reasonably similar duties maybe allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality policy in employment and copies are freely

available to all employees. The post holder will be expected to comply, observe and

promote the equality policies of the Council.

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as

appropriate.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

**Appendix 1**

### Progression Criteria for Data Analyst / Information Officer Grade G, H or I

There is **one** post which has a career grade.

The purpose of the different grades is to allow salary progression once an employee has reached agreed levels of training and experience and aid in the retention and recruitment of employees.

There are 3 levels within the post:

* Data Analyst / Information Officer (Lower Level) – Grade G
* Data Analyst / Information Officer (Intermediate Level) – Grade H
* Information Officer (Higher Level) – Grade I

New staff will normally be recruited to the bottom of Grade G, but this will depend on level of experience and each case will be assessed on its merits as required. Staff appointed at Grade G must undertake the Data Analyst Apprenticeship (Level 4) Qualification - Institute for Apprenticeships and Technical Education. This is typically a 24 month programme and is followed by an End-Point Assessment (3 months). After gaining the qualification and a successful End-Point Assessment, staff will progress to Grade H and assessed again after a further 2 years development to check for progression to Grade I. The end result is to enable the post holder to successfully undertake the duties and responsibilities at the highest level role within the career grade which is Information Officer Grade I.

If unsuccessful to progress to Grade H or Grade I, the employee will be assessed at 6 monthly intervals.

The post will be terminated if the post holder fails to complete or leaves the Apprenticeship course.

**Grade G**

1. Starting salaries will continue to be at the discretion of management in common with all other appointments, usually at the minimum of the grade.
2. There will be acceleration of grade after gaining Data Analyst Apprenticeship (Level 4) qualification followed by a successful End-Point Assessment
3. Staff not achieving agreed levels of experience and competence will not progress and will be reviewed and assessed at 6 monthly intervals
4. The post will be terminated if the post holder fails to complete or leaves the Apprenticeship course.
5. Following achievement of the qualification, criteria for acceleration to Grade H, will be by consistent~~ly~~ satisfactory performance and sufficient experience\* in the following areas of work:
6. Administration & maintenance of reporting frameworks
7. Creation and production of management information and reporting
8. Knowledge and understanding of HR Payroll system
9. Written, verbal, interpersonal communications and comprehension
10. Effective working relationships

\*“Consistently satisfactory performance and sufficient experience” will be considered against the following criteria:

1. Provision of correct and on time reporting
2. Maintain confidentiality and correct handling of sensitive data
3. Level of support required, e.g. from Systems Development Officer and Senior Systems Officers to complete tasks.

**Grade H**

1. After a further 2 years in the post, criteria for acceleration to the minimum of Grade I, in addition to the above, will be by consistently satisfactory performance and sufficient experience in the following areas of work:
2. Ability to independently design and create complex reporting
3. Use of Council’s reporting tools, e.g. Business Objects at an advanced level

Please see separate Job Description & Person Specification for Grade I

1. The Data Analyst / Information Officer may appeal against any decision on the above to the Chief Personnel Officer and will need to provide evidence to support their appeal. The Chief Personnel Officer will review all evidence and will meet with the Data Analyst/Information Officer and the Business Support Manager to be able to make a decision. There is no further right of appeal.

**Prepared by Name** Linda Nicholls

**Designation** Service Manager Employee Support

**Date** February 2023

**PERSON SPECIFICATION (G / H / I)**

Post: Data Analyst / Information Officer Post No: TBC

Department: Personnel Section: Employee Support

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Attributes Required** | **Essential (E) or Desirable (D) or Not Applicable (NA)** | | |  |
|  | **Grade G** | **Grade H** | **Grade I** | **Method of Assessment** |
| **Qualifications**  Level 2, or equivalent, in English, Maths, and ICT  NVQ Level 4 in relevant subject, e.g. Data Analyst Apprenticeship Qualification (Level 4) or equivalent experience  **Please note,** it is a mandatory requirement of this role \*to undertake the following:   * Applicable to Grade G only) Data Analyst Apprenticeship Qualification (Level 4). Typical duration is 24 months followed by an End-Point Assessment (3 months).  NB 6 hours per week over the 24 months is provided to access learning during working hours * (Applicable to all grades) Business Objects Reporting on iTrent - 2-day course on site in Nottingham | E  NA  \*E  \*E | E  E  NA  \*E | E  E  NA  \*E | C / AF  C / AF  I  I |
| **Experience** |  |  |  |  |
| * Experience of working to deadlines and under strict time constraints. * Experience of working in a payroll, pensions & HR environment. * Experience of analysing and managing data. * Experience of operating Midland HR and Payroll system. * Experience of assisting with developing, building, and testing HR and Payroll systems. * Experience of working with data in a Payroll, Pensions, and HR environment. * Experience of writing data reports using Business Objects.   (\*’complex’ data reports at Grade I) | E  D  D  D  NA  D  NA | E  E  E  E  D  E  E | E  E  E  E  E  E  \*E | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Knowledge, Skills and Ability**   * An ability to deliver a high degree of accuracy and provide attention to detail. * Excellent written and verbal communication skills. * Ability to establish effective working relationships at all levels, internally and externally. * Ability to plan, organise and prioritise. * Ability to think clearly and analytically. * Excellent numeracy skills. * IT skills / High level of digital confidence and adept in the use of ICT resources and programmes. | E  D  E  D  E  E  E | E  E  E  E  E  E  E | E  E  E  E  E  E  E | AF / I / T  AF / I  AF / I  AF / I  AF / I / T  AF / I  AF / I / T |
| * Ability to understand and manage data. * Ability to write complex HR and Payroll   system reports using reporting tools.  (\*’complex’ reports at Grade I)   * Ability to use ancillary tools, e.g. excel to manage data and solve problems. * Knowledge of data protection regulations. * Ability to present clear information to a range of audiences. | E  NA  E  D  D | E  E  E  E  E | E  \*E  E  E  E | AF / I  AF / I  AF / I / T  AF / I  AF / I / T |

**Assessment Methods Key:** AF – Application Form

C – Certificates

I – Interview

T - Desktop exercise

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