ROLE DESCRIPTION

Job Title	i-teams Data Analyst
Salary Band	Grade 5 (27-32)
Reporting to	i-teams Senior Lead
Directorate	Public Sector Innovation
Service Area and sub area	i-teams
Team	i-teams
Political Restriction	Yes

1.	**Primary Purpose of the Post**
	Drive the i-teams activities using quantitative data, tracks and reports progress based on set metrics, and improving decisions through data-driven insights. The postholder will create and use solid quantitative research methods ensuring insights are useful and lead to actionable next steps. They will also translate complex data into clear, compelling narratives and communication stories. The i-teams work will initially focus on take up of housing retrofit and promotion of active travel.

2.	**Your responsibilities**
	• Develop new ways to collect, organise, and analyse data. This also includes methods for creating new data when there is little or no existing data.
	• Apply quantitative research methods to gain useful and actionable insights.
	• Ensure the approaches support the goals and metrics of chosen priorities.
	• Design and manage data flows, ensuring accessibility and usability.
	• Use different quantitative methods and software tools for creation of insights, detect and measure progress, compose programme metrics, and find new points of interest for data insight. This includes data validation, combining various datasets, trend analysis, cross-sectional analysis, GIS mapping, regression analysis
	• Create and manage project plans for the quantitative data components of all i-teams work.
	• Gather data from various sources in the city region. Clean the datasets and manage a smooth reporting process for programme metrics.
	• Build and manage partnerships with data providers and stakeholders, both in and out of city government.
	• Make clear and engaging data visuals to help stakeholders grasp complex topics and ideas.

	• Connect quantitative insights with qualitative research. Work with the i-teams civic designer to run focus groups, interviews, user testing for pilots, and identify most impactful ones with the potential to be scaled.
3.	**General Corporate Responsibilities**
	• Participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery. • Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise. • Represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally. • Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful. • Support the scrutiny process established by the LCRCA. • Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
4.	**Recruitment Plan**
	Competency Based Interview Assessment

PERSON SPECIFICATION

Job Title: i-teams Data Analyst

Criteria		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
No formal qualifications required, but training in data analysis would be helpful	D	A,I

Experience and knowledge	**E = Essential D = Desirable**	**Identified By**
Strong understanding of (public sector) datasets and tracking key performance indicators	E	A,I
Knowledge of quantitative research methodologies, including expertise in determining when and how to use specific approaches, frameworks and tools	E	A,I
Experience with using and developing innovative approaches, methods, and tools	E	A,I
Experience combining qualitative and quantitative inputs and interpreting both	E	A,I
Experience of presenting complex data clearly and simply to non-expert audiences	E	A,I
Knowledge of the main publicly available socio-economic datasets	D	A,I
Evidence of keeping up-to-date with latest technologies and programmes for data collection and analysis.	D	A,I

Skills and abilities	**E = Essential D = Desirable**	**Identified By**
Strong skills in data collection, management, and analysis	E	A,I
Ability to design and implement data collection and data creation strategies, ensuring high-quality and reliable datasets	E	A,I
Ability to interpret and explain insights arising from data analysis	E	A,I
Ability to meet challenging deadlines, working effectively with others and responding to changes in priorities	E	A,I

Good written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way	D	A,I

Personal Attributes	E = Essential D = Desirable	Identified By
Self-motivated, results oriented and with a 'can do attitude'	E	I
Passion for and commitment to addressing complex societal challenges including climate change and other key challenges facing cities	D	A,I
Demonstrate evidence of continuous improvement both in terms of service provided and professional development	D	I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Conduct role with integrity and lead by example	E	I
Willingness to work flexibly, as and when required	E	I
An understanding of and personal commitment to the vision and aims of Liverpool City Region Combined Authority	E	I

Key to Assessment Methods:

A - Application
I – Interview