

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children’s Services – Safeguarding

Job Ref Number: 04004

Service Area: Lincolnshire Safeguarding Children Partnership

Grade: G8

Job Title: LSCP Analyst

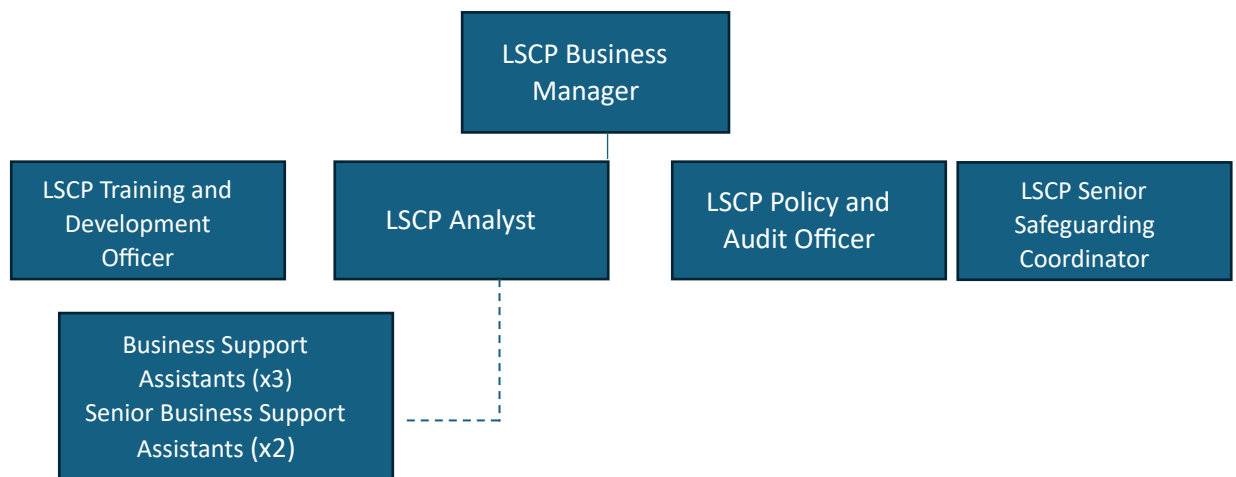
PURPOSE OF JOB:

To support the delivery of the multi-agency safeguarding arrangements through the

“Effective collection, sharing and analysis of data, enables early identification of new safeguarding risks, issues, emerging threats, and joined-up responses across relevant agencies” (Working Together 2023 – statutory guidance)

While a key part of the role will be presenting and explaining data in innovative and engaging ways, the ultimate aim is to deliver actionable insights that are built on an analysis of why things have happened so that problems can be tackled at an early stage.

TEAM STRUCTURE:



MAIN DUTIES:

1.	<p>Analyse data in response to tasking by the LSCP and related multi-agency partnerships. Analysis will be undertaken in a strategic context as well as in support of tactical and operational activities which support the strategic priorities of the partnership.</p> <p>Data sources include those that are quantitative and qualitative; open and closed/restricted; safeguarding and child focused and other social/demographic datasets. While this is not a performance analysis role, performance data may also be analysed. There will also be the requirement to advise and facilitate the collection of new data to fill identified gaps.</p> <p>Analysis of data must fulfil the following requirements:</p> <ul style="list-style-type: none">• Be clear• Be relevant• Be accurate• Be pithy• Be presented verbally (even if only to summarise a larger written report)• Be insightful• Be engaging• Make appropriate and meaningful recommendations
2.	<p>Within a pre-set initial framework, negotiate, develop, and agree detailed terms of reference for tasked pieces of analysis by liaising directly with stakeholders.</p>
3.	<p>Employ a range of analytical skills and techniques to enhance the understanding of a particular issue or data source. This includes (but not limited to) strategic analysis, socio-demographic analysis, risk pattern analysis, data dashboard visualisation, GIS mapping. The analyst must deploy skills and techniques with discernment to avoid presenting superfluous or misleading material.</p>
4.	<p>Take an experimental approach in using, presenting, and visualising data and analysis to maximum effect. Iterate future pieces of work based on prior experience and feedback.</p>
5.	<p>Use protected personal project time to proactively develop knowledge, skills and ideas that will benefit the development of future intelligence gathering and presentation and where possible, share the results back to colleagues in the team.</p>
6.	<p>Proactively scan and improve knowledge and awareness of the full range of data sources from across the partnership that might assist understanding of issues linked to the strategic priorities.</p>
7.	<p>Develop and maintain relationships with colleagues across other analysis/insight/performance teams and the partnership.</p>
8.	<p>Develop a personal presence and reputation in the team, service, and partnership as a credible and knowledgeable analyst. To fully participate in team, service, and partnership meetings; be prepared to show leadership in project settings; and challenge orthodoxy or group thinking when it is not supported by evidence.</p>
9.	<p>Support the effective operation of the team by seeking guidance, advice, and feedback from the LSCP Business Manager, and sharing knowledge and skills with other analysts and colleagues.</p>

	Direct and oversee the work of the CE Missing Business Support Unit to ensure integrity of datasets and reporting. Proactively developing the knowledge and skills of colleagues to support efficiencies and strengthening the reliability of datasets being captured.
10.	Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role, including data protection and LCC codes of conduct.
11.	Lead on the production of the LSCP Performance Scorecard.

PERSON SPECIFICATION:

Requirements	Where identified*	Essential	Desirable
Educated to degree level or professional qualification in analysis OR under exceptional circumstances significant practical experience in providing analysis.	A	✓	
Experience (at least 2 years) working in analysis either within the public sector or the third sector.	A	✓	Experience of analysis in a partnership arrangement
Highly advanced critical thinking skills: <ul style="list-style-type: none"> • Able to evaluate relevance and accuracy • Able to make inferences • Able to identify bias • Able to identify problems 	A/T/I/P	✓	
Proactive problem-solving attitude. Able to act on initiative to solve problems through research, seeking advice, experimentation/ testing of potential solutions.	A/T/I/P	✓	
Highly numerate. Able to employ a range of descriptive statistical techniques and discern which are most appropriate within a piece of work.	A/T/I/P	✓	Also has a firm grasp of inferential statistics
Sound knowledge of analysis using MS Excel – fully conversant with pivot tables, matching and linking data, formulae, and power query.	A/T/I/P	✓	Knowledge of VBA
Working knowledge of data dashboard packages. Experience of creating meaningful dashboards from beginning to end <ul style="list-style-type: none"> • Data wrangling • Data modelling • Data visualisation 	A/T/I	✓	Skilled in use of MS Power BI

Able to communicate clearly and effectively with a wide-ranging audience, from senior leaders to frontline staff, subject matter experts to new and inexperienced staff.	A/I/P	✓	
Able to deliver authoritative and accessible written reports and verbal presentations.	A/I/P	✓	
Ability to work autonomously and prioritise workloads so that competing deadlines are delivered within pre agreed timescales.	A/T/I	✓	
Understanding of the impact of the range of safeguarding issues that children experience and the services to support them.	A/T/I/P	✓	Knowledge of partnership working arrangements in Lincolnshire
Sound knowledge and understanding of General Data Protection Regulations	A/I	✓	
Sound knowledge of MS Office 365, especially PowerPoint, Word, Outlook, SharePoint and Teams. Experience of PowerBI.	A/T/P	✓	Experience of Power Automate
Commitment to continuing professional development to keep abreast of this constantly evolving field of work	A/I	✓	
Able to pass Police vetting at appropriate level.	A/I	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.