

## Role profile

<b>Job Title:</b>	Corporate Data Analyst	<b>Grade:</b>	12
<b>Department:</b>	Strategy and Change	<b>Post no:</b>	66936
<b>Directorate:</b>	Chief Executive's	<b>Location:</b>	Perceval House

<b>Role reports to:</b>	Corporate Programme Manager
<b>Direct Reports:</b>	None
<b>Indirect Reports:</b>	Teams within the function, project teams, support staff
<i>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.</i>	

## Job description

### Purpose of role

You will lead analytical work that supports strategic commissioning and transformation across the organisation. Working closely with the Assistant Director for Commissioning and Capacity Building, you will play a key role in enabling data driven decision making to implement the medium term financial strategy and transition to an asset-based commissioning model that empowers Connected Communities.

You will ensure data is effectively prepared, managed, and analysed to generate insights that align with organisational priorities. You will guide best practices across teams, influence strategic direction through evidence, and ensure ethical and impactful use of data.

### Key accountabilities

- Lead analytical projects that support commissioning transformation and medium term financial strategy delivery, ensuring alignment with organisational goals and community outcomes.
- Design and implement analytical data models using appropriate sources and tools. Promote data quality and integration across commissioning functions.
- Apply advanced statistical and analytical techniques to produce actionable insights. Lead the development of reports and dashboards that inform strategic decisions.

- Communicate complex data findings to technical and non-technical audiences. Adapt messaging to support senior leaders, commissioners, and community stakeholders.
- Champion ethical data use and privacy compliance. Contribute to the development of policies that support responsible data practices.
- Create inclusive and accessible visualisations that convey complex narratives. Support others in developing visual tools that enhance understanding and engagement.
- Lead data projects from scoping to delivery. Apply agile and traditional project management methodologies to ensure timely and impactful outcomes.
- Mentor analysts and build analytical capability across commissioning teams. Promote continuous improvement in data practices and tools.
- Carry out all duties and responsibilities with due regard to the Council's Equalities & Diversity Policy, Health & Safety, Customer Care requirements and within all legislative, regulatory, and departmental policies.

### **Key performance indicators**

- Maintain data integrity by monitoring error rates, completeness metrics, and audit outcomes to ensure high-quality datasets that support reliable analysis.
- Apply advanced analytical techniques to deliver complex insights, assess predictive model accuracy, and drive stakeholder adoption of data informed recommendations.
- Quantify business impact by linking analytical outputs to revenue growth, operational cost savings, and enhancements in customer experience.
- Communicate insights effectively by producing clear, actionable reports, collaborating across departments, and using data storytelling to influence strategic decisions.
- Pursue continuous professional development through certifications, learning new analytical tools and languages, and contributing to knowledge sharing initiatives.
- Demonstrate technical proficiency in SQL, Python/R, and data visualisation platforms, while staying adaptable to emerging technologies and automating routine tasks to improve efficiency.

### **Key relationships (internal and external)**

Internal Stakeholders:

- The postholder will collaborate with a range of internal teams to support data-informed commissioning and strategic planning, including:
  - Commissioning teams to inform needs assessments and service design
  - Finance for budget modelling and value for money analysis
  - ICT to ensure data infrastructure, integration, and governance
  - HR and workforce planning for workforce analytics and forecasting

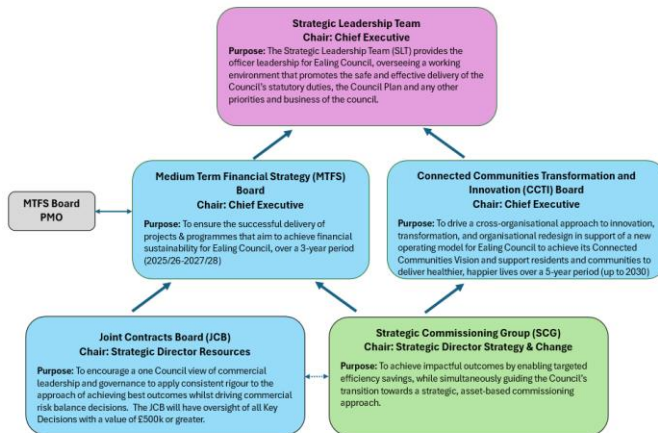
- Service managers and operational teams to gather frontline insights and validate service data

### External Stakeholders

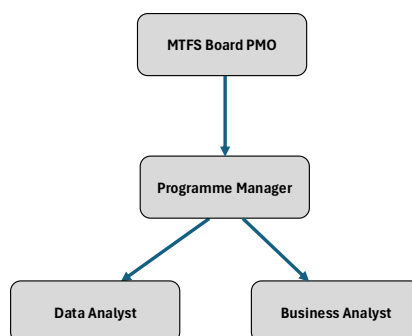
- Residents and service users – whose needs and feedback inform analysis and service design
- NHS partners – including ICBs, Trusts, and system leaders
- London Councils and regional partnerships – for benchmarking and collaborative commissioning
- Commissioned providers – particularly senior leaders across health, care, education, and housing
- Commissioning Alliance and procurement networks – for market intelligence and performance data
- Regulatory bodies – such as Ofsted and CQC, for compliance and inspection reporting
- Voluntary and community sector organisations – for co-produced insights and service evaluation

### Authority level

#### Governance overview



#### MTFS Board PMO Structure



**Additional Requirements**

- Any other duties appropriate to the post and grade

## Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

### Essential knowledge, skills and abilities

- Proficient in modern data visualisation tools such as Power BI and/or Tableau, with advanced skills in MS Excel, MS Access, and Business Objects.
- Skilled in analytical programming languages including Python, R, and SQL, with the ability to design, test, and document robust analytical solutions.
- Experienced in handling large and complex datasets: extracting, cleansing, linking, and validating data from diverse sources including databases, spreadsheets, and ICT systems.
- Demonstrates advanced analytical and evaluation capabilities, with a strong grasp of quantitative analysis, forecasting methodologies, and the ability to interpret both statistical and written information.
- Able to develop systems and models tailored to organisational challenges using appropriate data tools and methodologies.
- Skilled in presenting data insights through dashboards and visualisations that support strategic decision-making and stakeholder engagement.
- Adept at identifying opportunities for data driven products and solutions that enable transformation and enhance service delivery.
- Experienced in implementing data governance frameworks, improving data quality, and promoting safe and ethical data use aligned with organisational values and commissioning principles.
- Confident in translating complex and technical data into clear, actionable insights for a range of audiences, both verbally and in writing.
- Proven ability to build strong relationships and collaborate effectively with internal and external stakeholders.
- Skilled in facilitating discussions with diverse groups, influencing decision-making through evidence-based recommendations.
- Demonstrates ownership and accountability for individual workload and project delivery.
- Capable of prioritising and managing multiple tasks to meet competing deadlines.
- Creative thinker with a proactive approach to improving data processes, systems, and information flows.

### Essential qualification(s) and experience

- Proven track record of applying data analytics to drive measurable improvements in service delivery and support strategic commissioning objectives
- Evidence of continuous professional development in data analysis, performance management, or related fields

- Degree or equivalent professional qualification, or substantial relevant experience supported by ongoing training
- Significant experience working with data and analysis in a local authority or similar public sector environment
- Demonstrated ability to work collaboratively in cross-functional teams to define, monitor, and evaluate service metrics and shared goals

## Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they will do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul>