

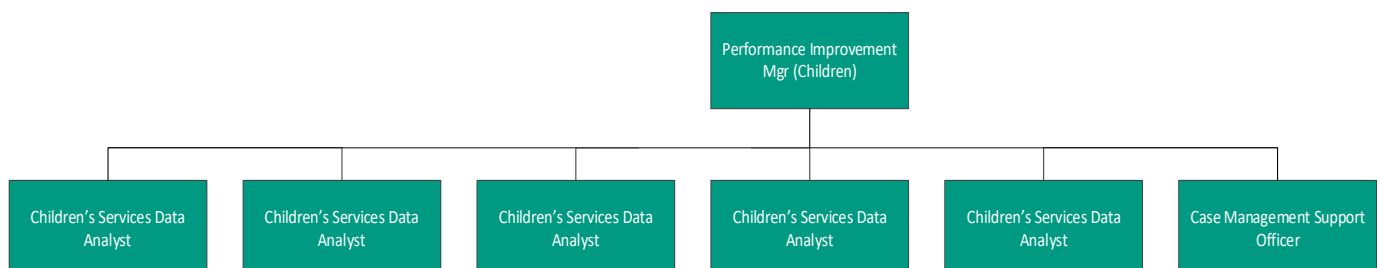
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Children's Services
SECTION:	Performance Improvement
LOCATION:	Number One Riverside
JOB TITLE:	Business Intelligence Analyst – Families First Partnership Programme (18-month fixed term)
POST NUMBER:	
Grade:	Grade 8
Accountable to:	Performance Improvement Manager - Children's
Accountable for:	None
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.
Any Special Conditions of Service:	The Authority operates a smoke free policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council. This post is not politically restricted in accordance with the current regulations.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Organisational chart:



PURPOSE AND OBJECTIVES OF THE JOB

- **Main purpose: Lead the development of children's services data, analysis, and presentation for the Families First Partnership Programme**
- Support the development of joint working across Children's Services, and with safeguarding partners
- Manage the submission of data returns to central government departments
- Ensure intelligence findings are communicated and used for strategy making and service improvement
- Contribute to raising the achievement and development of children and young people in Rochdale and removing the barriers for vulnerable groups by priority

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service and care of our customers is provided.

Values and Behaviours

The postholder must -

Approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Principal Duties

1. To be responsible for the co-ordination and development of performance data and processes across Children's Services, to ensure continuity and meet agreed priorities to support improved achievement and development for all children and young people.
2. To develop and maximise Children's Services and wider teams use of data analysis and systems.
3. To be responsible for the collection of data across Children's Services and Partners, the interpretation of statutory data guidance, and advising on content, format and deadlines to ensure compliance.
4. To be responsible for providing effective customer relationship management, resolve issues and seek customer feedback from the Local Authority, Children's Services and Partners on data analysis and outcomes gathering.
5. To lead the collection, analysis and dissemination of data and intelligence at child level, Children's Services level, Local Authority level, and Greater Manchester level, for strategic decision-making within the council and the partnership, including primary and secondary research, and comparative data.

6. An awareness of developing and maintaining technical reporting tools and processes, e.g. SSRS, SQL, Power BI, to support the extraction, analysis, and interpretation of data for management information, statutory KPI's, and for planning and improvement purposes.
7. To provide data analysis using a wide variety of software applications, including report writing, collating information, interpreting and summarising information, and presenting key messages.
8. To co-ordinate and deliver training and support in the use of data self-evaluation, statistical analysis, and software tools, to ensure that managers are aware of and can undertake self-serve data analysis.
9. To manage change effectively, working with colleagues in response to external drivers and ensure that Children's Services analysis requirements remain fit for purpose now and in the future.
10. To act as a lead in the development and implementation of solutions to meet requirements for performance and improvement data, with reference to the LA's on-going strategy and tools, including:
 - High Level Reporting
 - Management Profiles
 - External reporting to Partners
11. To support Children's Services and partners in the tracking and analysis of progress for children across all Children's Services
12. To lead on the strategic definition and development of Families First data analysis to support the LA and partners in tracking performance, e.g., integrating information and meeting the improvement aims of stakeholders including OFSTED, GM, Schools, Police, Health, VCSE, and support services.
13. To be responsible for determining and agreeing data analysis changes to meet emerging requirements and adapt, develop and deliver the Service Level Agreement to meet the LA's needs.
14. To be responsible for the provision of information to a variety of audiences for ongoing projects and ad-hoc requests, for example, Councillors, Service Directors, Local Authorities and partner agencies.
15. To implement processes and systems that ensure the maintenance of appropriate information relating to performance, meet reporting deadlines, and support performance management.
16. To work with the information governance team, ensuring that Children's Services are up to date with legal requirements concerning data collection and information publication.
17. To work with customers and across teams to ensure all research and analysis carried out is high-quality, cost-effective, and its output is used to inform decision-making and service development.
18. To keep up to date with national policy developments and statutory requirements relating to your area of work, and support implementation and delivery locally.
19. To maintain good working relationships with internal services and external partners.
20. To have appropriate involvement in new council-wide initiatives including central data management.

Secondary Duties

1. To support the Children's Information Systems Team, ensuring continuity of service.
2. To attend meetings where required and represent the Service Group or Council at external meetings.
3. To control allocated budgets. To manage information and maintain records to help monitor budgets.
4. To plan, develop and deliver training on performance and findings, and participate in the facilitation of training and development events as and when required.
5. To participate in Council in-service training as a trainee and when required as a trainer facilitator.
6. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head or nominated representative in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Control of Resources

- Personnel. Responsible for the direction, support, and motivation of self and staff allocated to the postholder.
- Financial. Responsible for working in accordance with the financial regulations and procedures of the Authority.
- Equipment/Materials. To be responsible for all materials and equipment issued to the postholder or used by staff allocated to the postholder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships

- Internal. Colleagues and management within the Service Group. Colleagues within Council Service Groups. Members of the Council
- External. Members and officers of the Rochdale Borough Safeguarding Children Partnership, Local Strategic Partnership, priority partnerships, and partner organisations. Representatives of community groups, voluntary organisations and the business community. Officers of other Greater Manchester local authorities and public service bodies. Representatives of Government departments.

Job Description prepared by	<u>Chris Jennings</u>	Date	<u>June 2026</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u></u>	Date	<u></u>

Rochdale Borough Council
Person Specification

Service:	Children's Services	Post:	Business Intelligence Analyst
Section:	Children's Services	Post Number:	
Job Ref:		Grade:	8

Note to Applicants:

- The Essential Criteria (E) are the qualifications, experience, skills, and knowledge you must show you have to be considered for the job. The How Identified column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria, you **must** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria		Essential (E) or Desirable (D)	How Identified: AF- Application Form I- Interview A- Assessment
(a) Special Working Conditions			
1	Please confirm you are willing to travel in the course of your duties.	E	AF/I
2	Please confirm you are willing to attend evening or weekend meetings.	E	AF/I
(b) Qualifications and Experience			
3	Educated to degree level or equivalent in a relevant subject; or can demonstrate relevant experience.	E	AF/I (Certificates to be brought to interview)
4	Experience of data analysis and interpreting statistical data in a large and complex organisation.	E	AF/I
5	Comprehensive experience of using quantitative and qualitative methods in the collection, analysis, and interpretation of social data.	E	AF/I
6	Experience of using, developing and maintaining reporting tools such as SSRS, SQL/PLSQL, Power BI.	D	AF/I
7	Experience of supporting policy development or service improvement.	E	AF/I
8	Experience of presenting intelligence/insight in a range of formats to meet the needs of different audiences.	E	AF/I
9	Experience in children's services in local/central government or other public services.	E	AF/I
10	Extensive experience of working effectively with staff at all levels from a range of disciplines and organisations.	E	AF/I

(c) Skills and Knowledge			
11	Good knowledge of a wide range of Children's Services data sources.	E	AF/I
12	Broad and comprehensive understanding of the use of research and evidence in policy and strategy development and service improvement.	E	AF/I
13	Knowledge and appreciation of the factors governing the measurement of improvement.	E	AF/I
14	Understanding of Children's Services data, and the improvement programmes and Government programmes current for this agenda.	E	AF/I
15	Ability to analyse, interpret and report on complex data, intelligence and insight to meet the needs of the organisation	E	AF/I
16	Knowledge of data quality and data protection and their importance.	E	AF/I
17	Candidates should be able to demonstrate or otherwise evidence in their application and at interview their ability to: a) Create professional reports b) Work well as part of a team c) Work under pressure and to tight deadlines d) Respond positively and flexibly to challenges and manage risks e) Adept at using a computer and software applications, including advanced use of spreadsheets, without further training. f) Prioritise and manage workloads g) Be tactful and diplomatic in dealing with sensitive issues and circumstances.	E	AF/I
18	Candidates should be able to demonstrate or otherwise evidence in their application and at interview their ability to: a) Lead on ensuring that the processes, systems, data, and tools they use and support, meet users' needs b) Strategically develop analysis and reporting to meet internal and external users' requirements and adapt to changing environments c) Lead on delivering projects to meet users' requirements	E	AF/I
(d) Behaviours and Values			
19	Approach the job at all times using values set out in the Rochdale Way: • Valuing our people • Focusing on customers • Acting with integrity • Using time and money wisely • Working together • Always learning and improving Please confirm you are willing to adhere to the values and behaviours.	E	AF/I