

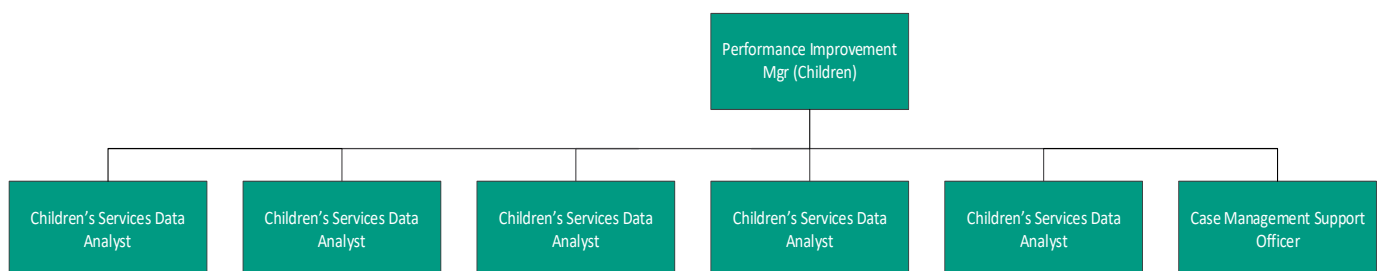
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Children's Services
SECTION:	Performance Improvement
LOCATION:	Number One Riverside
JOB TITLE:	Business Intelligence Analyst
	Permanent, Full-time
POST NUMBER:	
Grade:	Grade 8
Accountable to:	Performance Improvement Manager - Children's Services
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: To lead the development of children's services data provision, analysis, and visualisation. To use technical tools and processes to extract, transform, analyse, and communicate data for intelligence and insight. To engage users and create automated, self-serve data dashboards to meet their needs.**
- Support the development of joint working across children's services, systems, and 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 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 development of activity and performance data and processes across Children's Services, to ensure co-ordination, continuity, and meet agreed priorities to support improved achievement for all children and young people.
2. To develop and maintain technical reporting tools and processes, using programming languages and data analytics tools, such as SQL, PL/SQL, Python, R, and Excel, SSRS, Power BI, to extract, transform, cleanse, analyse, interpret, and visualise data for management information, statutory data, and planning and improvement purposes.
3. To develop and maximise the ability of Children's Services and wider teams to make best use of data, analysis, and systems, for operational and strategic purposes.
4. To be responsible for the collation of data across Children's Services and Partners, the interpretation of data guidance, and advice on content, format, and deadlines to ensure compliance.
5. To be responsible for effective customer relationship management, resolving issues and seeking feedback from the LA, Children's Services and Partners on data analysis and outcomes gathering.
6. 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.

7. To manage change effectively, working with colleagues in response to internal and external drivers and ensuring that Children's Services data requirements remain fit for purpose now and in the future.
8. To lead the testing and implementation of solutions to meet requirements for performance and improvement data support, with reference to the LA's on-going strategy and tools.
9. To seek out new opportunities for improvement in data processes, to support Children's Services and partners in the tracking and analysis of progress for children across all Children's Services.
10. To provide data intelligence and insight using a wide variety of applications, including report writing, collating data, interpreting and summarising information, and presenting key messages.
11. To deliver training and support to colleagues 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.
12. To lead the development of data analytics to support the LA and Partners in tracking performance, e.g., integrating information and meeting the requirements of stakeholders including OFSTED.
13. To be responsible for determining and agreeing data / analysis changes to meet emerging requirements and adapt to, and deliver Service Level Agreements that meet the LA's needs.
14. To be responsible for translating data requests and providing information at short notice to a variety of audiences at operational and strategic levels, for ongoing projects and ad-hoc requests.
15. To work with the information governance team, ensuring that Children's Services are up to date with policies and legal requirements concerning data collection and information publication.
16. To work with customers and across teams to ensure all analysis carried out is high-quality, relevant, cost-effective, and its output is used to inform decision-making and service development.
17. To keep up to date with internal and external policy developments and statutory requirements relating to your area of work, and support delivery locally.
18. To maintain good working relationships with internal services and external partners.
19. To have appropriate involvement in new council-wide initiatives including central data management.
20. To implement processes that ensure the appropriate storage and maintenance of information relating to performance; enable report continuity and timeliness; and support good information management.

Secondary Duties

1. Work with the Children's Information Systems Team, ensuring co-ordination of development.
2. Attend meetings where required and represent the Service Group or Council at external meetings.
3. Control allocated budgets; manage information and maintain records to help monitor budgets.
4. Plan, develop and deliver training; participate in the facilitation of service development events.
5. Participate in Council in-service training as a trainee and when required as a trainer facilitator.
6. 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>August 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.
- **The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

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. Certificates to be brought to interview.	E	AF/I
4	Extensive experience of using data programming languages and developing data analytics tools, such as SQL, PL/SQL, Python, R, and Excel, SSRS, Power BI.	E	AF/I
5	Comprehensive experience of delivering data processes, including extracting, transforming, cleaning, collating, interpreting and visualising statistical data, in a comparable setting.	E	AF/I
6	Experience of working with children's services in local/central government or other public services.	E	AF/I
7	Experience of using quantitative and qualitative methods in the collection, analysis, and presentation of social data.	E	AF/I
8	Experience of translating user needs and creating intelligence/insight products in a range of formats to meet the needs of different audiences.	E	AF/I
9	Extensive experience of engaging successfully with staff at all levels from a range of disciplines and organisations.	E	AF/I
10	Experience of supporting policy development or service improvement.	D	AF/I

(c) Skills and Knowledge		
11	Good knowledge of a wide range of children's services data sources, processes, and systems e.g., Liquid Logic.	E AF/I
12	Comprehensive understanding of the use of research and evidence in strategy development and service improvement.	D AF/I
13	Demonstrable knowledge and appreciation of the factors governing the measurement of improvement.	E AF/I
14	Understanding of children's services performance data.	E AF/I
15	Understanding of the improvement programmes and central government agendas current for children's services.	D AF/I
16	Ability to identify, analyse, interpret and report on complex data intelligence and insights to meet the needs of the organisation.	E AF/I
17	Working knowledge and appreciation of data quality factors and data protection issues and their importance.	E AF/I
18	Candidates should be able to demonstrate or otherwise evidence in their application and at interview their ability to: a) Create professional reports and dashboards 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
19	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 data analytics to meet internal and external user's requirements, to take advantage of new opportunities, and adapt to changing environments c) Lead on delivering projects to meet users' requirements where required	E AF/I
(d) Behaviours and Values		
20	Ability to contribute to the development of positive and supportive team working relationships Approach the job at all times using the values set out below: • Proud of the difference we make • Passionate about the diversity of the Borough • Pioneering and open in our approach Please confirm you are willing to adhere to these values and behaviours.	E AF/I