



Data Analyst

Service	Reporting to	Location	Grade
Find Your Future Team (skills and work)	FYF NEET Service Data Manager	Swinton Civic Centre	3C

About the role

- Part of the Data, analytics & insight function, the vision of which is to maximise the effective and ethical utilisation of data to improve service outcomes, customer satisfaction, monitoring, decision-making, resource efficiency, and risk management.
- Conducts the conversion of data into insights that will lead to informed business decisions
- Manage, clean, abstract and aggregate data alongside a range of analytical studies on that data
- Identify, collect and migrate data to and from a range of systems including enrolment, starts and leavers data
- Understand and utilise appropriate methods, tools and techniques for data analysis and visualisation (including use of business information tools)
- Summarise and present data and conclusions in the most appropriate format for users, including performance reports
- Make recommendations on the basis of analysis
- Analyse data and use this analysis to create compelling evidence-based and actionable data stories to share with stakeholders to drive decisions
- Co-designing standards and tools, to achieve well-engineered outcomes
- Delivering statutory returns using statutory and local systems/portals
- Understanding appropriate analytical methods, tools and techniques
- Working in an agile way to create prototype solutions to ensure it is in line with business requirements.
- Ensuring data integrity and striving to deliver automation where possible
- Assist in the interpretation and dissemination of information from central government legislation and guidance
- Using data to identify and diagnose problems, developing and utilising data models to support council services.
- Supporting colleagues to be more effective at using their own data, including support and training on provided solutions.

Key outcomes

- To ensure decision makers in Salford have the evidence, intelligence and information they need to make decisions which have the most positive and effective impact on the city's priorities
- Effectively support workforce plans by supporting managers to maximise business outcomes
- Demonstrate a personal commitment to continuous self-development and service improvement.
- Helping to inform the business's data infrastructure, reporting, and analytics platforms
- Develop and maintain effective working relationships with colleagues, stakeholders and external partners
- Relevant data processed to ensure that Statutory data returns (including September Guarantee, Activity Survey and various NEET and Not Known data sets) are submitted on time and completed to a high quality
- Providing business intelligence in compliance with Information Governance regulations
- Maximise the effective and ethical utilisation of data to improve service outcomes, customer satisfaction and resource efficiency, and to reduce risks
- Contribute towards risk stratification and persona models to enable targeted services and differentiated service delivery
- Producing a range of destination reports for colleagues and other partners including educational settings

What we need from you

- To model and demonstrate our values and leadership behaviours.
- Be an ambassador for data and analytics, supporting others to improve and interpret data
- Ability to communicate complex findings, intelligence and outcomes to a range of stakeholders both verbally and in digital formats
- Understanding of information governance
- An understanding of statistical or data science techniques, and how they can be applied within a local authority context
- A strong commitment to developing a range of skills in data science
- Eye for detail, with a high degree of quality control
- Strong enthusiasm for, and commitment to, gaining insight from data and applying it for public benefit
- The ability to analyse, model and interpret data, using appropriate software and systems as required.
- Quality assurance, validation and data linkage abilities
- Logical and creative thinking
- Data visualisation skills
- Analytical and problem solving skills
- Data modelling, cleansing and enrichment skills
- IT, mathematical and statistical skills
- Proficient use of Microsoft Excel
- Data management

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What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

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Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

Role details

Completed by: Sarah Scanlan

Date: 21/05/2026

Job code: 003100

Job score: 487

Date of evaluation: 06/02/2020

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