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| Job Title: Intelligence Officer (Analysis & Research) | Role Profile Number: AO00065 |
| Grade: N Salary: | Date Prepared: 12/01/2023 |
| Directorate/Group: Resources | Reporting to: Intelligence Lead |
| Structure Chart attached: | No |

Job Purpose

- To collect, analyse interpret and present complex data from a variety of sources and contribute to the narrative for strategic reports to ensure that the work of the Council delivers the Council’s vision and priorities
- To work collaboratively with a wide range of stakeholders, including Members, senior managers and partners, to drive forward the Council’s work on use of intelligence and open data to ensure that the work of the Council delivers the Council’s vision and priorities
- To work with colleagues and senior managers to develop the Council’s integrated organisational performance, risk and planning framework in order to ensure that the work of the Council delivers the Council’s vision and priorities.

Key Accountabilities

- Carry out analysis of data and performance information to inform the delivery of an integrated performance management, risk and business planning framework for Swindon Borough Council to ensure that the Council is focussed on performance improvement in order to achieve its vision and priorities.
- Implement and maintain a Council wide system of measuring, recording and reporting performance in an appropriate way for different audiences, including production of tailored reports to Corporate Board, heads of service and change programme leads. Provide details of Council wide and local performance for residents and members.
- Contribute to building a culture of performance management in all aspects of the Council’s work.
- Analyse and interpret performance data to support senior managers in understanding where there are

performance issues.

- Provide performance data and management information and undertake benchmarking research and analysis to inform the wider work of the team in performance, policy and strategy.
- Develop analysis tools and processes on an on-going basis to improve efficiency of data handling and processing using the latest software functionality and the development of appropriate information technology systems in response to changing demands, requirements and developments.
- Provide advice to colleagues across the Council on how to measure performance, set targets and develop and interpret performance indicators.
- Manipulate and analyse varied and complex data from a variety sources, including the use of statistical packages.
- Work with others to develop the Council's approach to and provision of Open Data.
- To support the production of maps displaying the data in a form which clarifies the points under discussion. To produce presentations and reports, suitable for a variety of audiences, analysing and explaining what the maps are showing.

Supplementary Accountabilities

- Contribute to the team's wider work in performance analysis
- Respond to ad-hoc requests for data, information and analysis from staff within the Council and from partners and other outside organisations and agencies.
- Work jointly with other council departments, external agencies and services, as appropriate.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Recent experience of developing and maintaining systems and processes for accessing, analysing and reporting performance information
- Experience of analysing and presenting data using appropriate data and analysis tools, including relevant Microsoft products
- Strong analytical and intellectual problem solving abilities, including the ability to weigh arguments and substantiate judgements

- Understanding of public sector performance management and risk management practices
- Proven ability to extract information from complex database resources
- Strong ability to interpret statistical information and explain this to others
- Proven ability to adapt quickly to new computer systems and methods of extraction and analysis
- Working knowledge of data manipulation, tools and experience of extracting data from complex and disparate systems.
- Working knowledge of database design and structures.
- Ability to develop an understanding of the essentials of unfamiliar areas of the Council's work quickly.
- Excellent organisational skills, including negotiating and prioritising many competing demands under significant time pressure.
- Excellent oral and written communication skills with proven ability to distil, translate and communicate complex research, performance and statistical information accurately to a variety of audiences.
- Strong ability to interpret statistical information and explain this to others.
- Working knowledge of database design and structures.

Qualifications

- Educated to degree level or extensive equivalent experience, for example in analysis and statistical interpretation.

Decision Making

- Draft performance reports
- Draft proposals for senior decision makers. Formulate options for evaluation and performance and present appraisals of the recommended options for discussion

Creativity and Innovation

- Communicating complex spatial and performance information in a way which is accessible to a wide range of audiences

- Challenging established ways of working and existing procedures and developing innovative solutions to the Council's approach to use of intelligence and extraction of performance and other data.
- Flexibility to meet the varying demands of the role.

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| <p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • None • <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • None | <p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p> | <p>No</p> <p>No</p> |
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Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- The post holder will work extensively with the Council's performance and intelligence teams and will liaise with senior leaders and managers across the Council, as well as partners.

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| Employee Signature: | Print Name: |
| Date: | |
| Line Managers Signature: | Print Name: |
| Date: | |