

Job Description

Job Role: Reporting and Data Analyst (CYP)

Role Structure	Role Details
Directorate:	Corporate Services
Grade:	HC08
Location:	Plough Lane
Responsible to:	Lead Reporting and Data Analyst

Main purpose of the role

To provide high-quality reporting and insight to support statutory children social care functions, service improvement, performance management, and regulatory compliance, using robust methods of data extraction and analysis. The postholder will translate complex social care data into clear, actionable intelligence for operational managers, senior leaders, and external bodies. The postholder will also provide resilience in maintaining the Children and Young People data warehouse for accurate operational and statutory data reporting.

Key Duties and Responsibilities	Frequency of Task
Deliver regular and ad-hoc reports by extracting, transforming and analysing data using tools such as SQL, Power BI (including DAX, data modelling and Power Queries) and Python, ensuring outputs are accurate, reliable and aligned to service and statutory requirements	Daily
Use SQL Server Agent (or equivalent) to automate extracts and validation reports	Daily
Design, develop and maintain clear visualisations and reports, using dashboards and other tools, to translate complex data into accessible reports and self-serve options	Daily
Produce accurate and in-depth insights to support local and national objectives	Daily
Use clear and accessible language to present the interpretation of the data when required	Daily



Key Duties and Responsibilities	Frequency of Task
Work collaboratively with the Lead Reporting and Data Analyst, the Business Analysts, and key stakeholders to understand the operational and strategic business needs ensuring statutory, operational and performance reporting requirements are clearly defined and met.	Daily
Analyse complex data to identify, interpret and forecast service performance trends, providing meaningful insights to support decision-making and service improvement.	Daily
Produce accurate and timely data validations and data quality reports, proactively monitoring data integrity and highlighting issues that require investigation or corrective action directly with system administrators (IT service), managers and Business Analysts	Daily
Deliver on the production and validation of statutory returns (e.g. CIN, CLA, SSDA903, Ofsted-related data)	Daily
Apply reconciliation techniques in instances, such as, comparing social care data with finance or commissioning data	Daily
Ensure a thorough understanding of the case management system data model (e.g. entities, relationships and key workflows) to ensure reporting accuracy	Daily
Extract and interpret event-level and case-level data (to avoid duplication)	Daily
Create and maintain a data dictionary/ meta data creation for case management system fields used in statutory and performance reporting	Daily
Create and maintain documentation standards for report specifications (e.g. definitions, refresh logic, quality assurance evidence)	Daily
Apply semantic model management (e.g. shared datasets, certified datasets)	Daily
Ensure a robust process of handling duplicate records and identity matching	Daily
Undertake sampling and audit methods for a 'case file audit tool' and data assurance reporting	Daily



Key Duties and Responsibilities	Frequency of Task
Ensure compliance with Department for Education guidance, data collections, and deadlines.	Daily
Provide analytical input to inspections, peer reviews, and quality assurance activity	Daily
Deliver on data requirements for Freedom of Information requests	Daily
Contribute to the development and improvement of the data warehouse structures, which includes but not limited to staging layers, dimensional modelling, slowly changing dimensions	Daily
Ensure the tools and code that feed the analysis are reliable and version-controlled, such as via the use of DevOps and Git	Daily
Ensure a release/ change management for reporting (i.e. development, test and produce)	Daily
Deliver on unit testing for SQL logic and SQL performance tuning and indexing strategies	Daily
Using stored procedures/ views design standards (reusable logic)	Daily
Deliver on query optimisation, such as, indexes, execution plans and partitioning basics	Daily
Promptly troubleshoot and resolve any overnight data warehouse scripts issues; raise with IT service to resolve any server related issues, and keep CYP directorate informed of the impact regularly and appropriately	Daily
Deliver root-cause analysis of data quality issues	Daily
Use Python or R for automation and statistical/ forecasting work	Daily
Forecasting to include but not limited to: time-series forecasting; cohort/ flow modelling (e.g. entries, exits and demand drivers); scenario modelling; confidence intervals and uncertainty	Daily



Key Duties and Responsibilities	Frequency of Task
communication; small number suppression and disclosure control awareness	
Develop a good knowledge of children social care sector, current and proposed national policy and legislation	Daily
Build strong, trusted relationships with stakeholders at all levels, using clear and accessible communication to support understanding of children social care insights, promote evidence-informed decision-making, and encourage collaborative problem-solving	Daily
Liaise and work in partnership with external agencies, regional bodies, and system partners to support the development, integration, and continuous improvement, and for networking and sharing best practice.	Daily
To undertake benchmarking and to collate relevant data, including demographic information, national statistics and other information as required by the service.	Monthly
Collaborate effectively with colleagues across the council, including other analysts and wider multidisciplinary teams to champion and embed a One Council approach, ensuring analytical work is aligned, coordinated, and contributes to shared organisational priorities	Daily
Effectively prioritise tasks in response to changing demands, ensuring that deadlines for statutory reports, dashboards, and analytical outputs are met; and escalate issues when required promptly and appropriately	Daily
Balance multiple concurrent projects, using appropriate planning tools to maintain visibility of deadlines and progress	Daily
Maintain clear documentation of data sources, analytical methods and assumptions to support transparency and continuity	Daily
Demonstrate strong personal organisation by keeping work plans updated and ensuring stakeholders are informed of progress and deadlines; negotiating timelines or requirements when needed	Daily
Apply a systematic and methodical approach to data handling, ensuring all processes, from sourcing through analysis to publication, are organised and quality-assured	Daily
Organise and maintain secure storage of sensitive datasets in accordance with information governance requirements, and ensuring all outputs comply with version-control standards	Daily



Key Duties and Responsibilities	Frequency of Task
Apply pseudonymisation/ anonymisation approaches for reports where required	Daily
Apply row-level security where required	Daily
Ensure access control design	Daily
Post holders are expected to comply with organisational schemes of delegation, standing financial instructions, policies, procedures and guidelines	Daily
The organisation is committed to an Equality Policy which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sex, sexuality, age, marital status, ethnic origin or disability. All staff are required to observe this policy in their behaviour to their behaviour to other employees and service users.	Daily
Deputise for the Lead Reporting and Data Analyst as required	Ad Hoc
Undertake other duties commensurate with the grade of the post	Ad Hoc
Working to tight deadlines and short timeframes dictated by service and statutory demands	Daily
This post is subject to a DBS check according to the Council's policy	Daily



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
Degree level or equivalent experience	Essential	A
At least 5 GCSEs or equivalent, including English and Mathematics	Essential	A
Experience & Knowledge		
Experience in delivery of high quality, robust analytical reports, using data extraction tools such as SQL, PowerBI, Python or similar.	Essential	A, I
Experiencing of analysing and interpreting large datasets to draw out key performance information and trends	Essential	A, I
Experience of presenting data in a concise and understandable manner	Essential	A, I
A good knowledge of social care, and the social care sector, national policy and trends and appropriate legislation	Essential	A, I
Experience of quality assurance systems, such as, DevOps	Essential	A, I
Experience of using the data warehouse	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Microsoft365, including significant expertise in MS Word, Excel (advanced), PowerPoint, Access and Outlook	Essential	A, I
Experience of forecasting using data to predict future demand etc, using population and other relevant sources of data	Desirable	A, I
Experience with Python for data manipulation and statistical analysis	Desirable	A, I
Experience with social care case management system, Mosaic	Desirable	A, I
Experience of data migration and system implementation reporting	Desirable	A, I
Skills and Abilities		
Significant data extraction and data transformation skills; SQL	Essential	A, I
Excellent numerical skills, with the ability to analyse large datasets, identifying trends, anomalies etc	Essential	A, I
Excellent standard of IT skills, including Microsoft365, with significant experience of manipulation and analysis in Excel, PowerBI, SSRS and data warehousing	Essential	A, I
High standard of written communication, capable of presenting complex information	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
clearly, concisely and in an appropriate format		
Ability to produce high quality, accurate work to tight deadlines	Essential	A, I
Good interpersonal skills to work collaboratively with staff at all levels within the directorate, Council and partner agencies	Essential	A, I
Ability to organise own workload	Essential	A, I
Self motivated and ability to use own initiative	Essential	A, I
Ability to drive performance culture through effective team working	Essential	A, I
Personal drive and delivery focused whilst maintaining high quality and data integrity standards	Essential	A, I
Ability to explain technical findings clearly to non-technical audiences	Essential	A, I
Critical thinking and problem-solving	Essential	A, I



All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behaviour, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

