**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Business Intelligence Architect |
| **Job Reference** | 20343 |
| **Grade and Salary** | 7 - £48,163 - £58,850 per annumThis role includes performance related pay progression |
| **Service and Team** | Children and Young People Services (CYP) Intelligence Hub |
| **Location** | Endeavour House, Ipswich  |
| **Hours per week** | 37 |
| **Status** | **Fixed Term or Secondment** for 12 months |
| This role may offer the following flexible working options | * Working part time hours (eg different hours/days to those advertised)
* Job sharing
* Working compressed hours (eg a nine-day fortnight)
* Term time working (including partial term-time working)
* Use of flexitime / time off in lieu
* Hybrid working options, including some home working
* Working from different Council buildings
* Working adjusted core hours (eg starting later and finishing later or other patterns)
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

We are in a new era for public services, where we need to operate as part of a Suffolk System to respond to and stimulate change, working across a wider landscape. By the Suffolk System, we mean the entire range of organisations and agencies in the public, private and third sectors that are based, operate or have influence in the county. Demand will be both internal, in that we are supporting the other parts of the Council and external as part of the Suffolk system.

As a manager in Children and Young People’s directorate you will be at the forefront of managing change, leading high quality and effective ways of working and managing staff, resources and projects to achieve the best possible outcomes for children, young people and their families in Suffolk

This is a key management role within the CYP Intelligence Hub and is in place to ensure that the business has the capability and tools to support customers effectively

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| **About the team**  |

The Directorates of Public Health, Children and Young People’s Services (CYP) and Adult and Community Services (ACS) within Suffolk County Council each have teams providing information, data, interpretation and insight. These three teams have now been brought together under the leadership of a single Assistant Director, with the aim of sharing technical skills and knowledge, and maximising the strategic impact of data and intelligence within Suffolk County Council and within the Suffolk system.

The responsibility of the Children and Young People’s Directorate (CYP) is to ensure the safety, well-being and learning of children and young people. To do so we need to “make every intervention count” to create impact and bring about sustainable change for children, young people and their families where need is identified. We are determined to continuously improve our services by working in partnership to ensure that our work is high quality and effective.

The CYP Intelligence Hub is a group of intelligence analysts, data specialists, systems experts and systems trainers who work across CYP.

The role of the team:

* To develop understanding of data and intelligence across the business through effective oversight of local reporting.
* Create the tools and technologies that assist in developing an effective evidence-based approach to service delivery for the people of Suffolk.
* Complete all statutory returns to government bodies.
* Effectively maintain and develop key case recording systems and deliver system training and support using a multitude of platforms.

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| **What you will be expected to deliver in the role** |

This is a key management role within the CYP Intelligence Hub and is in place to ensure that the business has the capability and tools to support customers effectively. The post holder will:

* Responsible for leading the architecture, technical development and training of automated Business Intelligence tools and reporting across a number of CYP recording systems.
* You will be the CYP Intelligence Hub BI lead, linking with IT and the systems transformation team to drive the development of reporting infrastructure for existing and new case management systems
* You will take a lead role in developing a self-service approach towards performance management across the directorate, including processes, mechanisms and systems, and improving accessibility, governance and interpretation
* Manage the roll out and associated financial budget of Power BI Pro across the service and negotiate future licence costs
* Dedicated lead to corporate finance for high-cost placement types and budget spend
* Manage the Healthy Child and Early Years team that sits within the Intelligence Hub
* This key role enabling often complex data to be transformed into real intelligence for use in developing and commissioning of services across the county with the aim of creating a single view of a child and family.
* Dedicated lead to corporate finance for high-cost placement types and budget spend for CYP
* Take a lead role in design and build of creating a single view of a child and associated financial costs
* Use expert analytical judgement in the application of a wide range of statistical

packages, with a particular focus on SSRS, SQL and Power BI to offer solutions to complex statistical, information and performance analysis problems. This role will be the lead for the ‘technical’ arm of the Intelligence Hub.

* Analyse complex statistical, business and activity data and exercise expert judgement to provide the best and most robust information available in the clearest format. There is a frequent requirement for prolonged concentration
* Lead on development, planning of training for the wider Intelligence Hub team in the use of SSRS tools and create an ongoing learning culture within the team
* Work with Alliance partner organisations to develop a shared understanding of

meaningful intelligence and data sharing protocols

* Contribute to the completion of annual statistical and qualitative survey-driven

statutory returns to a range of government bodies.

* Provide information analysis support to audit and corporate colleagues to ensure

effective and robust data extraction and data quality

* Represent the Intelligence Hub at local and regional meetings relating to BI and broader intelligence work.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Educated to degree level or equivalent
2. Considerable experience in an analytical / intelligence role
3. Expert SQL/Power BI experience
4. Line management experience

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Considerable expert-level experience in working with CYP statistical and qualitative information in terms of both locally and nationally produced data
2. An expert level of knowledge, skill and ability in working with reporting and analytical packages such as SSRS, Power BI, and SQL
3. Highly developed ability to influence, lead and motivate others at all levels of partner organisations as well as the county council to develop policy and practice.
4. Project management skills
5. Expert level ability to communicate conclusions drawn from, and implications of results from, statistical/performance/public health analyses to a wide range of internal and external staff, guiding them on a recommended course of action.
6. Highly developed skills in accessing and using CYP related data electronically
7. Ability to collate, analyse and interpret statistical and textual information
8. Expert level of knowledge in spreadsheet, database and statistical IT packages and ability to apply these to complex intelligence and performance analyses
9. Critical appraisal and analytical skills for interpreting qualitative and quantitative information
10. Ability to organise large quantities of computerised data in a logical way and access the data as required
11. In depth specialist knowledge of statistical and analytical methods
12. Expert level knowledge of CYP & Health and sociodemographic data sources commonly used in national statistical publications
13. A thorough understanding of the Data protection Act, information governance and patient confidentiality regulations
14. Expert level knowledge and experience of development for Microsoft Power BI products
15. Extensive knowledge of the planning and modelling of high-cost placement types and budget spend across Children’s services.
16. Substantial experience of the design and delivery of technical training and development opportunities to an audience that must acquire an entirely new skill set.

**Additional requirements**

1. Excellent oral and written communication skills
2. Ability to write and present reports to a wide variety of audiences
3. Ability and enthusiasm to manage change and work flexibly, and learn and adapt quickly to changing priorities and ways of working
4. High level of problem-solving skills
5. Resilient under pressure and ability to remain positive when challenged
6. A passion for improving the lives of people who access our services

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

You may need to operate across a wide and rural area, so it would be beneficial for you to either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://www.careers.suffolk.gov.uk/) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://www.careers.suffolk.gov.uk/) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.