JOB DESCRIPTION

JOB TITLE:	Data Analyst
MANAGED BY:	Project Manager – Skills Bootcamps
GRADE:	Grade 9

BACKGROUND

The West of England Combined Authority is seeking to appoint a Data Analyst to join the Skills Bootcamp and Multiply team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player in making the West of England the best it can be for jobs, training and inward investment. We are delivering on bringing secure and fairly-paid jobs to the region, supporting people to gain new skills, and businesses facing economic uncertainty. We are building on our reputation as a region of innovation and creativity.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

The primary purpose of this post is to contribute to the successful delivery of devolved powers and funding relating to Adult Education in the West of England Combined Authority area by supporting the management and analysis of Skills Bootcamp and Multiply data.

This post is focused on the following areas:

- Provide accurate and consistent management information of the data relating to The Combined Authority's funded Skills Bootcamp and Multiply provision
- Lead on data analysis to underpin; allocations and funding agreements, monitoring and evaluation of delivery, payments to funded providers and performance management
- Support analysis of data to underpin and inform the Combined Authority's commissioning and management approach to funding future projects

KEY RESPONSIBILITIES

- Operate as the Skills Bootcamps and Multiply primary Data Analyst within the West of England Combined Authority's Skills Bootcamp and Multiply project team.
- To line manage the Data and Quality Management Information Officer.
- Setup and take responsibility in the design, implementation and operation of data systems and procedures integral to the effective management, co-ordination and analysis of data for Skills Bootcamp and Multiply projects.
- Lead on information management of Skills Bootcamp and Multiply delivery data including:

  - Production of routine reporting
  - Validation and monitoring of incoming data
  - Quality control of data sets
  - Maintenance of the Skills Bootcamp and Multiply datasheets
  - Identification of, and assistance in, the resolution of gaps in data or information provision
  - Assist providers in submitting clean data returns
  - Work with project manager to develop data reporting and oversight for performance management

- Manage the timely analysis of data and data reporting relating to delivery of Skills Bootcamp and Multiply provision to DfE.
- Be the direct contact to DfE for data related queries and resolutions.
- Lead the continuous development evolving the projects data function.
- Ensure that confidential Skills Bootcamp and Multiply information is dealt with appropriately and that all information data is managed and used in accordance with Data Protection Legislation.
- Produce reports which are accurate and appropriate for a range of audiences and present these in their entirety or in summarised form as required.
- Undertake complex analysis and interpretation of the Combined Authority's Skills Bootcamp and Multiply delivery data to support and underpin team functions including:
  - Determination of allocations and funding agreements
  - Monitoring and evaluation of project delivery
  - Provider payments

- o Reconciliation and reprofiling
  - o Performance management
- Lead on producing timely performance data dashboards that enable Project Officers and the Project Manager to make informed decisions around provider performance.
- Provide and be accountable to the Project Manager for analysis of data underpinning project developments of Skills Bootcamp and Multiply projects.
- Leading on project specific external data meetings with DfE and reporting back to the Skills Bootcamp and Multiply project team.
- Analyse data patterns to identify the regions skills gap, to inform project team of targeted response.
- Support the People and Skills team with ad hoc data requests.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)
Qualifications and Knowledge • Educated to degree level (with a strong analytical component) or with equivalent experience.
Experience • Experience of working in a large public sector organisation. • Experience of communicating (written and oral) with a wide range of people, particularly external stakeholders, and of explaining technical/complex information in an easy-to-understand manner. • Experience of working in a funding environment. • Experience of running the data analysis function for a busy project.
Skills and Competencies • Highly organised with the ability to prioritise and focus on what is important and with the confidence to constructively challenge existing working practices. • Ability to work individually with minimum supervision and as part of a multi-disciplinary team. • Proficient numeracy skills. • Proficient in the use of standard Microsoft Office products including Power BI. • Able to manipulate data for dashboards and present data effectively. • Ability to interpret complex regulations/legislation/guidance. • Knowledge of effective records management process and their application, particularly in ensuring files remain audit proof and that file security is upheld. • Highly motivated with demonstrable experience of achieving personal and contributing to the achievement of team objectives.

- Good project management skills, including a sound understanding, and demonstrab[
  use of project controls and key performance indicators.

DESIRABLE

Qualifications and Knowledge
- Experience of working in a public sector organisation that allocates and awards grants /
  Funding.
- Knowledge of data governance protocols including adherence to data quality standards and data protection legislation.
- Experience of local and central government working practices.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 – higher than the government minimum for **over 23s, currently £9.50 per hour**

It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such cleaning and facilities management contracts, as well as those who have contracts with us – such as IT providers.