Job Description

Job Title	Neighbourhoods, Grants and Evaluation Analyst
Directorate	Strategy and Change
Service Area	Strategy, Performance and Partnerships
Grade	7
Competency Level	2
Salary	£39,513 - £44,711
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A9887

Job Purpose

Liverpool City Council has moved to a new neighbourhood model of working, with 13 neighbourhoods across the city. This role will collate and analyse data from various council systems and provide intelligence to inform the priorities of neighbourhood managers and support them in the evaluation of bespoke projects at the neighbourhood level. There will also be a requirement to explore innovative ways of capturing new community based data and the views of our residents. This role will lead on the review of existing council services at the neighbourhood level providing

evidence to support decision making. The role will also provide data and evidence to inform the allocation and evaluation of voluntary sector grants and programmes.

Directly Responsible For:

None

Directly Responsible To:

Head of Corporate Intelligence

Main Areas of Responsibility:

- Working closely with neighbourhood managers, provide data and intelligence to help inform the priorities of Liverpool City Council's neighbourhood model
- Devise new and innovative methods for capturing new data sets at the neighbourhood geography, and the voice of residents
- Use data and intelligence to evaluate council services at the neighbourhood level, making recommendations for improvement to senior leaders
- Devise a system for capturing, storing, and updating relevant council data from systems providing clear analytics to support decision making
- Working with partner organisations and the voluntary sector establish new data flows into the council providing new insight at the neighbourhood level
- Lead on the development and production of a series of Power BI dashboards that will help inform areas for action at the neighbourhood geography, routine performance monitoring, and annual outcome measures
- Co-design, run, evaluate and report on studies of the impact of bespoke neighbourhood projects and various voluntary sector grant programmes

- Contribute to the award of community based grants through the analysis of applications
- Provide evidence to inform the development, design and focus of voluntary sector grant programmes, and develop meaningful monitoring frameworks and reports
- Use GIS systems to visually display various data across the city, using a variety of sources
- Lead on data and intelligence innovation at the neighbourhood geography exploring predictive analytics work and future service demand
- Lead on and inform as well as gather best practice regionally and nationally in order to make recommendations for service improvements
- Scope applications for national funding opportunities for data and service development at the local level
- Support the strategic functions of the wider Corporate Intelligence Team
- Undertake any other duties commensurate with the nature of the post
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

Supervision and Management Responsibility:

- There is no direct line management requirement
- Requirement to work closely with neighbourhood managers and develop inter-personal relationships with staff across the wider council

Budget and Financial Responsibility:

- There is no direct budget responsibility
- Postholder will inform the allocation of community based grants

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The job would include using a computer and siting at a desk for prolonged periods of time
- Travel for meetings and workshops across the city

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Merseyside & Cheshire LGBTIQA Chartermark

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2.**

[The competency framework can be found here](#).

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A degree in a technical or other appropriate discipline <u>or</u> equivalent experience of working regularly with data or in an analytical setting (A)

Desirable

- Evidence of continuous professional development

Experience

Essential

- Proven experience working in a business intelligence, data analysis, or similar role (A,I)
- Proven experience of working with local government data systems and collating, cleaning, and analysing council data to inform decision making (A,I)
- Provision of intelligence and data analytics at senior management level which include the development of performance monitoring frameworks (A,I)
- Experience of managing large datasets and an understanding of data warehousing concepts, with a proficiency in SQL and database management (A,I)

- Evidence of using data and intelligence to help support grant or other funding allocations, and evaluating and reporting on programmes (A,I)
- Understanding of GDPR and data governance principles, including data privacy, security and ethical considerations (A,I)

Desirable

- Experience of developing and maintaining successful partnership working with a range of internal/external bodies, particularly the NHS and voluntary sector organisations
- Experience of analysing data and producing comprehensive reports
- Knowledge of council services at the local level

Skills/Abilities

Essential

- Proficient in Power BI, or other data visualisation software, and GIS systems to present data clearly and effectively to help inform decision making (A,I)
- Ability to work collaboratively, both internally across teams and functions and with external partners to develop shared solutions to help define neighbourhood priorities (A,I)
- Excellent organisational skills, with the ability to work on multiple complex projects at the same time and manage conflicting priorities and competing deadlines (A,I)
- High standards of accuracy and care with the ability to cure the problems associated with data quality (A,I)

- Excellent written and verbal communication skills, with the ability to produce and present accurate, clear and concise reports and information orally and in writing (A,I)

Desirable

- To deliver innovation, proactive thinking and new ways of data capture and sharing within Liverpool City Council and partners
- Excellent interpersonal and team working skills with the ability to lead, motivate and inspire internal team members
- Excellent influencing, negotiation and persuasion skills to achieve change
- Understanding of partner data and national datasets
- Excellent IT skills including knowledge of Microsoft Office products, Microsoft Teams, Excel to advanced level, SQL data programming and PowerBI

Commitment

Desirable

- Understanding and commitment to Data Protection and confidentiality when dealing with information
- Commitment to drive innovation and develop new ways of working to enhance the efficiency of managed projects to improve customer experience
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Focused on project delivery and budget management
- Understand and anticipate customer's needs and aspirations, owning their issues through to resolution
- Ownership of problems
- Desire to learn; improve, progress, personally and within the context of a team

Other

Essential

- High level of flexibility including working as part of the wider Corporate Intelligence team (A,I)
- Respectful, diplomatic, discreet, with understanding of confidentiality at all levels (A,I)