

Data Intelligence Adviser (Inclusion) - Children, Families and Education

Salary: Band 8 - £36,363 - £39,151 per annum

Hours: 37 hours per week

Contract: Fixed term until March 2029

We offer hybrid working with the expectation to attend the office a minimum of 2 days a week.

Portsmouth City Council (PCC) is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

The Service

This role will be part of the Strategic Intelligence Service (SIS) which sits within the Children, Families and Education (CFE) Directorate. Our Data Intelligence Advisers are analysts who report to the Data Analytics & Intelligence Lead, and take a specific role as primary contact with one or more services within CFE.

Data Intelligence Advisers are expected to work flexibly across SIS, to respond to emerging priorities and provide mutual cover for other service areas where required.

Specifically, the Data Intelligence Adviser (Inclusion) position will support the aims of the Inclusion Service to help improve outcomes for our children with special educational needs (SEND) and other vulnerable groups, and PCC's performance against relevant statutory targets.

What is the role:

Each Data Intelligence Adviser will support one or more services within the CFE Directorate. The role will require a core set of skills and experience but the post-holder will need to be flexible and adaptable to be able to deal with the dynamic movement of the agenda.

The post holder will leverage their significant data-related skills and experience in similar/relevant roles to:

- Take day-to-day responsibility for one or more assigned services, engaging with relevant leaders, service colleagues, and relevant PCC colleagues (such as the Mosaic and Synergy support teams) in respect of data management, analytics and insight.
- Provide professional guidance and quality assurance in respect of data and insight outputs produced by the SIS, working under the direction of the Data Analytics and Intelligence Lead to ensure that data analytics and insight products are developed in a

timely way, are aligned to best practice in respect of data, and meet the needs of service users.

- Bring together information, performance and data across CFE and beyond, including through use of the Insight Hub master management system.
- Develop technical capabilities and data products that enable predictive analytics, in order to better target our services to meet children's needs at an earlier point.

You will be responsible for supporting the provision of timely strategic intelligence for the Directorate from the full range of available information and data, including from multiple source systems and the Insight Hub. This will in turn inform a range of strategies and plans across the Directorate and support an evidence-based, outcomes-focused approach for commissioning and strategic planning.

You will be responsible for designing, creating, and maintaining high-quality data and insight products and services that enable system leaders to make resourcing and prioritisation decisions, working collaboratively with external partners and multi-agency teams where appropriate.

You will work in line with the corporate values and policies of Portsmouth City Council.

Specifically, Portsmouth City Council (PCC) is committed to delivering high quality SEND provision and services. This requires collating, analysing and acting upon a comprehensive range of data about how local demand for services is changing, the performance of PCC and education settings in meeting defined statutory duties and timescales, and the outcomes that children and young people are achieving.

More generally, this role will involve working with the wider Inclusion Service within CFE, and engaging with colleagues and partners across health and social care, to define the reporting requirements that underpin this commitment, present data in a way that is accessible to a wide range of stakeholders, and establish sustainable processes for reporting and interpreting information.

General tasks and responsibilities for all Data Intelligence Advisers will include:

- Act as the day-to-day lead in respect of data and intelligence for one or more assigned services.
- Work closely with relevant leaders, managers and staff to build strong relationships, develop a clear understanding of data availability requirements, and work with the wider SIS to design and implement data solutions to meet service needs.
- Proactively manage data held by assigned services, identifying opportunities to improve its quality or depth as well as risks and concerns, and raising these as appropriate within SIS and/or with the relevant service.
- Collaborate with the SIS Reporting and Insight Team, IT, and partners to find, securely obtain and present information held in PCC's systems and beyond. This will include the use of reporting from Synergy, in conjunction with the Synergy Support Team.
- Identify key trends in demand, needs, activity and outcomes.
- Support the wider team to build resilience and capacity to deliver high-quality information and intelligence to service managers.
- Establish, maintain, document, and continuously improve data-related processes.

- Adhere to good practice in areas such as UI development, data visualisation, technical and business documentation, and the use of plain English in producing data-related outputs.
- Support the wider SIS in providing data for relevant FOI requests, subject access requests, and other external information requirements.
- Assess the relevant service(s) against regional and national benchmarks, raising key findings for service attention and developing briefings and reports as required.
- Monitor progress and making projections for compliance with national and local performance targets.
- Liaise with PCC services and partner agencies to support the flow of data and reporting into and out of the Insight Hub, PCC's master data management system for children and families.
- Collate our performance information to be used in various formats e.g. quarterly performance reports, partnership updates.
- Work collaboratively with PCC's corporate information governance (IG) team, as well as IG colleagues in partner agencies, to ensure that appropriate consent or a legitimate purpose is in place for data sharing, and that data is shared safely, securely, and in a way that supports oversight and accountability.
- Deliver projects and tasks as assigned, within the general duties of the role.
- Support the Data Analytics & Intelligence Lead by supporting day-to-day workload allocation, checking and guidance to more junior SIS team members.
- Work flexibly across SIS to respond to emerging priorities and provide mutual cover for other service areas as required.
- Support the Data Analytics & Intelligence Lead to establish resilience in respect of the service(s) supported, to ensure that there is adequate cover for all regular and predictable tasks.
- Attend regional and national data and performance meetings as required, representing Portsmouth City Council in respect of relevant projects and areas of specialist knowledge.
- Support senior management and stakeholders to research, design, specify and implement approaches to continuously improve the Council's oversight of its data.
- Assist the wider Children's Services team with related projects and tasks as required.
- Work with colleagues across the Directorate, the wider Council, and our partners.

Tasks and responsibilities specific to this role will include:

- Lead on the operational completion of the statutory SEN2 return, Alternative Provision (AP) Census, and other relevant returns as required.
- Plan, develop and complete the South East Regional SEND Benchmarking returns.
- Maintain and further develop a set of Power BI dashboards which support management oversight of SEND activity and performance.
- Maintain and develop the local SEND Data pack, and support the SIS Analytics Developer to manage its migration from Excel to Power BI.
- Manage the regular production and data cleansing in respect of Annex A Lists 1 and 2, in preparation for future Area SEND inspections (as amended by future changes to inspection arrangements and guidance).

Who is the person?

You will need to be / have:

- A relevant qualification, or substantial equivalent experience, in data, statistics, information management and/or systems management.
- Knowledge and experience of database management and interrogation, including a strong focus on data quality and availability.
- Substantial experience of the use of reporting software, in particular report building software in respect of case management systems, or tools used to develop and/or interrogate databases used for system interrogation.
- Experience of one of the major education case management systems, such as Synergy or Capita ONE, is desirable.
- Advanced skills in using Excel to manipulate, analyse and present data.
- Intermediate use of visualisation software such as Power BI, including demonstrable experience in dashboard design and in establishing connections to data sources, is desirable.
- Ability to analyse, interpret and present complex data in a clear and engaging way, both verbally and within written reports and presentations.
- Knowledge and understanding of the security requirements for the transmission of data and information between partners and stakeholders.
- Understand the importance of confidentiality, data protection and safeguarding responsibilities, especially with regard to children and families.
- Experience or knowledge of the assigned service(s) for this role, including relevant legislation, policies or statutory data submission requirements, is highly desirable.
- Good communication and interpersonal skills, with the ability to work with a variety of professionals as well as external organisations and stakeholders.
- Ability to prioritise and organise own workload to meet deadlines and satisfy requirements, as well as providing limited direction and guidance to others.
- Able to work largely on own initiative, accurately assessing when to refer to management.
- Proactive and solution focused.
- Willing to work flexibly to meet the changing needs of the city and the service.
- Able to demonstrate resilience to manage a broad and demanding workload.

General Data Protection Regulation (GDPR)

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You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.