

<b>Manager- Analytics and Management Information</b>	
<b>Department</b>	<b>States Treasury and Exchequer</b>
<b>Section</b>	
<b>Reports to</b>	<b>Head of Analytics and Management Information</b>
<b>JE Ref</b>	STE1042
<b>Grade</b>	CS13
<b>JE Date</b>	05/05/2022
<b>Job purpose</b>	
<p>The postholder will manage the delivery of critical costings and analytical services, leveraging the wealth of data held by the Government to provide insight into both past performance and future projections, to enable effective, informed decision making based upon evidence. This will include using appropriate technological solutions for a range of financial modelling and forecasting problems whilst continuously seeking service improvements, optimisations thereby improving user experience through more insightful reporting.</p> <p>Embracing and championing the opportunities provided by new technologies (such as reconciliation tools and robotic process automation) will be critical to optimise cost, quality and financial control in the close and reporting processes in this role.</p> <p>Lead working groups across government to promote data quality and continuous improvement of the data culture within Government of Jersey and the importance this plays in providing insightful analytics.</p>	
<b>Job specific outcomes</b>	
<ol style="list-style-type: none"> <li>1. Implement and drive a reporting framework providing accurate, robust and insightful reports and analysis to senior officers and ministers to inform strategic and operational decision making in the Government of Jersey.</li> <li>2. Build an information culture where people turn naturally to information to support decision-making; working with stakeholders across the Government to raise their competency to using and working with business intelligence. This includes improving data quality, analysis and using information in planning and evaluating service development and performance; the result is a service which is valued by stakeholders, along with improved services and outcomes which are based on evidence</li> <li>3. Lead the delivery of accessible and understandable reporting, in order to ensure leaders and users can understand the 'golden thread' between strategic priorities and delivery, supporting integrated long term planning, and non-financial information.</li> <li>4. Delivery of quality insightful reporting, pitched at the correct level for user needs, should be facilitated through the use of market leading insight and developments in reporting - such as the provision of 'self-service' reporting and 'drill-down' functionality.</li> </ol>	

5. Lead the improvement of financial literacy across the Government of Jersey, particularly using reporting to increase the understanding of cost drivers, costings, benefits, outcomes and performance.
6. Lead expert in promoting consistency, continuous improvement and best practice in key financial models, identifying suitable inputs and desired outputs to ensure the implementation of suitable, robust solutions.
7. Drive the development of a common set of reports for all areas of Government to ensure essential delivery of effective and efficient financial management across all areas. The link to non-financial performance indicators is critical to “tell the story” and bring further insight into operational performance and the delivery of public service outcomes.
8. Utilise of the latest leading practice techniques in the production of financial and management accounting reports, whilst adhering to relevant accounting standards and Jersey Public Finance Law to enable timely decision making, with the goal to deliver modern and agile public services.
9. Champion opportunities provided by new technologies (such as reconciliation tools and robotic process automation) to optimise cost, quality and financial control in the close and reporting processes.
10. Lead working groups across government to promote data quality and continuous improvement of the data culture within GoJ and the importance this plays in providing insightful analytics.
11. Manage own and the teams professional development, ensuring appropriate mechanisms are in place for employee appraisal, influence the progression of learning and development plans contributing to the continuous improvement and professionalism of a team of multi-functional staff.

### **Statutory responsibilities**

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

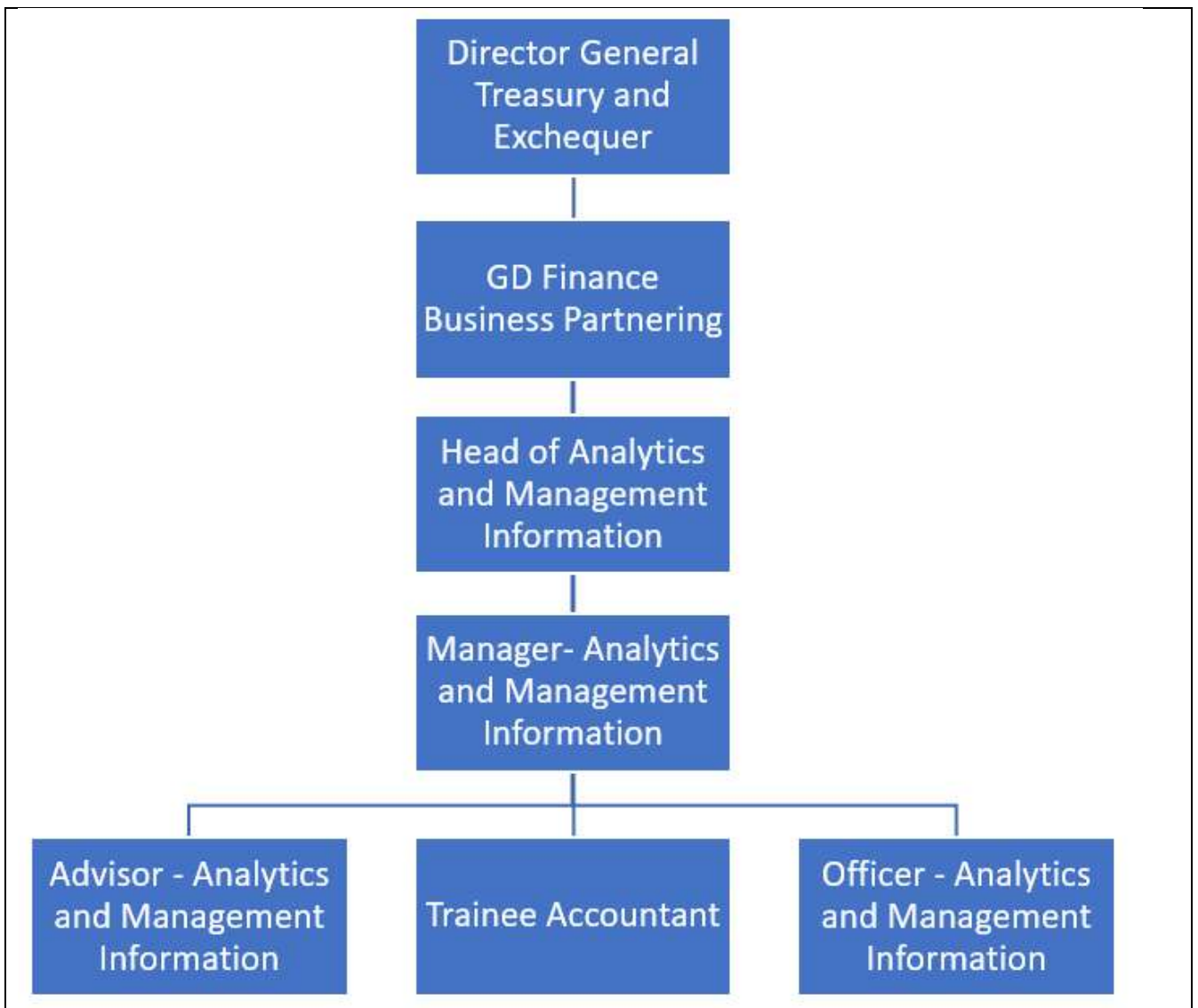
## Organisational structure

### One Government Departments



## Organisation chart





## Person Specification

### Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Educated to degree level or equivalent, in an informatics or analysis-related subject such as Qualified Chartered Accountant (CCAB) or equivalent experience  Evidence of ongoing personal and professional development.	Project management qualification.
<b>Knowledge</b>	Advanced knowledge of: <ul style="list-style-type: none"> <li>• The role of Finance in maintaining accurate data and systems as appropriate to the role.</li> <li>• Statutory and management financial reporting as it relates to this role.</li> <li>• Analytical Techniques, including technical expertise regarding data modelling, ETL techniques, data marts</li> <li>• Reporting packages (Business Objects etc), databases (SQL etc), programming (e.g. XML, Javascript, or ETL frameworks)</li> <li>• Knowledge of statistics and experience using statistical packages for analysing datasets (e.g. Excel, SPSS, SAS etc)</li> </ul>	Knowledge of: <ul style="list-style-type: none"> <li>• The Policy process and the role of Finance in policy development, execution and realisation.</li> <li>• The activity and processes of Government including interaction between ministers and officials</li> <li>• JD Edwards and Hubble finance systems</li> <li>• The role of the Finance Function in leading and driving organisational wide financial stewardship.</li> <li>• States of Jersey Finance Law, or equivalent, and its</li> </ul>

		<p>application as appropriate to the role</p> <ul style="list-style-type: none"> <li>• Finance processes as they relate to the role</li> </ul>
<b>Technical / Work-based Skills</b>	<p>Excellent analytical and numerical skills; confident with statistics and their presentation.</p> <p>Ability to assimilate, interpret and communicate complex information and lead option appraisals to inform departmental strategic objectives.</p> <p>Competence in applying a 'whole system' management approach to strategy development and solving problems.</p> <p>Ability to identify, plan and undertake research and development initiatives to inform strategic objectives.</p> <p>Clear vision of the role of informatics as an enabler to modernisation.</p> <p>Highly competent in using Microsoft Office Suite (Excel, Word, PowerPoint, etc.) and other industry standard report writing tools (e.g. SQL, PowerBI, QlikView).</p>	
<b>General Skills/Attributes</b>	<p>A strong personal presence, effectiveness and credibility with a diverse range of stakeholders, able to build and maintain successful working relationships.</p> <p>People management, motivation and leadership skills.</p> <p>Excellent verbal and written</p>	

	<p>communication (including presentation) skills. Ability to communicate complex information to non-technical users/stakeholders</p> <p>Excellent writing skills; ability to create documents, communications materials and supporting government publications which explain complex issues clearly and simply.</p> <p>Experienced in leading change management and applying conflict resolution skills in a politically challenging environment.</p> <p>Highly developed influencing and negotiation skills with all staff groups and wider stakeholders.</p> <p>Creative thinker.</p> <p>Team player and effective team builder.</p> <p>Time management skills and reliability in consistently delivering against deadlines.</p> <p>Highly resilient, maintaining effectiveness under significant pressure.</p> <p>Ability to work independently and autonomously.</p> <p>Personal resilience to deal with challenging situations.</p>	
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience working in a finance role or data analysis role including involvement in strategic and decision making.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Experience managing, inspiring and developing teams.</li> <li>• Experience setting departmental / finance strategy.</li> <li>• Experience in the process of preparing statutory financial accounts</li> <li>• Experience in managing a customer-focused, efficient shared services centre</li> </ul>	
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**Personal Attributes**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.