Team and role outline for:

Data analyst Level 2 **in** Children, Young People, Education and Skills

Department:	Children, Young People, Education and Skills
Team:	*CYPES Informatics Team*
Reports to:	*Analytics Team Manager*
Responsible for:	*No direct reports*

Team purpose

The CYPES Informatics team in Children, Young People, Education and Skills provide analysis and intelligence to senior leaders, operational managers and frontline staff across all teams in the department, in order to monitor and improve performance across the services provided to children and young people, including education, child and adolescent mental health, social care, skills and the youth service, as well as analysis of need, in order to drive better outcomes for children and young people..

Job purpose

This role will be working to support the CAMHS team, collecting data from administrative, and producing high quality data and statistics for a variety of users, including the team and service management and leadership team, the departmental leadership team, regulators and the general public.

Team and Role specifics

The generic job description provides general information about the role and should be read in conjunction with this team and role outline.

Below gives specific information about the team which this role sits within, against the Data Analyst and Statistician professional development framework capabilities.

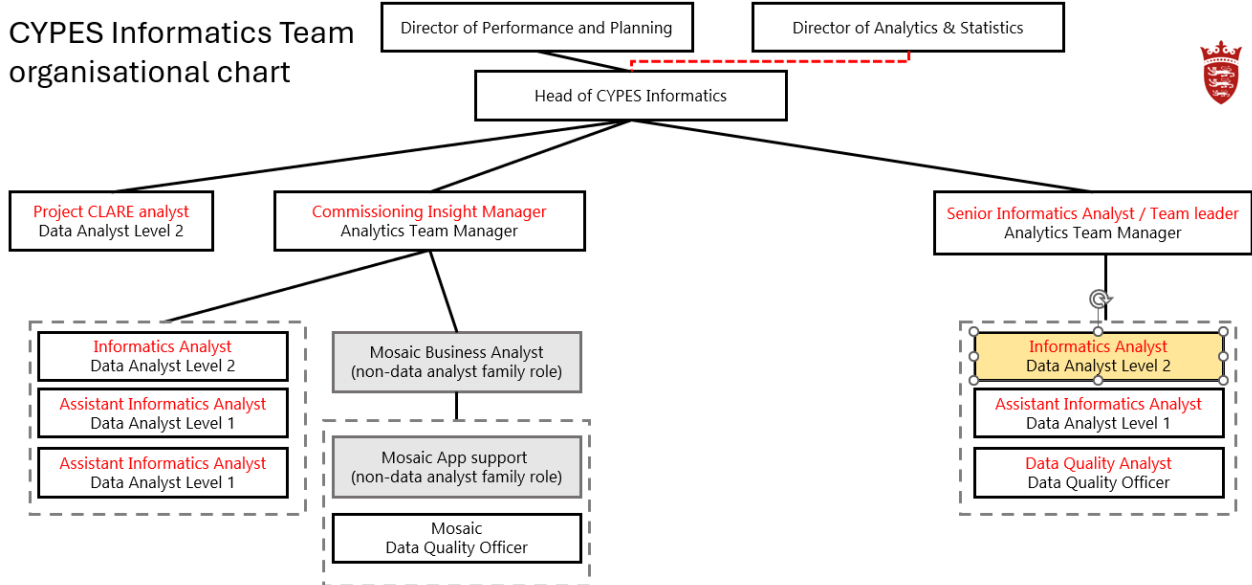|	
Quality Assurance	Data is collected and held in a number of different administrative systems including SIMS (Education), CarePartner (CAMHS), Mosaic (Social care)
Data Technology	CYPES Informatics team use PowerBI for reporting, SQL for data storage and processing, ESRI for mapping, Alteryx and Excel
Data Analysis / Interpretation	CYPES Informatics team's focus is on performance of services delivered to children and young people, and knowledge and skills in analysis of performance data and outcomes based accountability is key.
Subject Matter Expertise	Insight team members need solid understanding of the business area within which they work (CAMHS, Social Care, Education, Skills and Youth), as well as knowledge of analytical methods for producing relevant and quality insights.
Data Promotion	The Insight team serve front-line services for children and young people, and have an important role in promoting the use and understanding of data for decision making
Continuous Improvement	Nothing additional to generic job description
Managing self and others	Nothing additional to generic job description
Collaboration	The CYPES Informatics team work closely with colleagues across Children, Young People, Education and Skills.
Communications	The majority of reporting is internal, to team leaders, senior managers and leaders, with some regular public reporting of key statistics and narrative.
Respect	Nothing additional to generic job description

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Statutory responsibilities

Not applicable

Organisational structure (specific to role)

The job description provides a generalised organisational chart – below provides the specific organisational structure for this role.

CYPES Informatics Team organisational chart

Complementary person specification

The generic job description provides general information about the role and should be read in conjunction with this document.

Below provides complementary information relevant to this role.

Attributes	Complementary detail specific to the post	
	Essential	**Desirable**
Qualifications	See generic job description.	
Knowledge	See generic job description. This role will be supporting CAMHS. The post-holder is expected to have working knowledge of the business area	
Technical / Work-based Skills	See generic job description. The role will be using software and systems including PowerBI, CarePartner, Excel, SQL	

General Skills/Attributes	See generic job description.	
Experience	See generic job description.	