

Hertfordshire County Council Job Outline



JOB TITLE: Intelligence Analyst
GRADE: H8
REPORTS TO: Senior Intelligence Analyst
TEAM: Community Intelligence and Data Science
DEPARTMENT: Resources

Purpose of the Job

To provide attractive user friendly automated and logical data visualisations using PowerBI and GIS (Geographic Information Systems) Establishing the information requirements from business users and interpret, analyse, design and maintain appropriate reporting solutions and products.

Main Areas of Responsibility

1. To work with end users to analyse their requirements and liaise with other team members and IT specialists to specify and develop appropriate reporting solutions using a wide range of tools.
2. To combine, analyse and interpret data from a wide range of sources, using a variety of reporting tools to identify key trends and insights.
3. To provide products and support using PowerBI and ArcGIS desktop (ArcMap or Pro) software, tools, and extensions with knowledge of ArcGIS Online and Portal for ArcGIS.
4. To develop and maintain automated dashboards that meet the requirements of stakeholders and deliver information in the most appropriate and informative way.
5. To monitor and maintain the data held in corporate information systems and assist in ensuring the data quality and integrity of both live and test system environments.
6. To provide support to end users and other analysts in a timely and customer focused manner.
7. Have an understanding of existing and emerging technologies and advise end

users on their requirements and the most appropriate data solutions.

8. Contribute to the effective operation of all corporate and management information systems through adherence to agreed standards, evaluation of new products (as appropriate) and by keeping abreast of advances in technology and their impact on the work of the team.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

Skills / Experience

- Educated to degree level or equivalent
- Good knowledge of Microsoft tools
- Good analytical skills, able to understand complex data structures and interpret, analyse and present conclusions
- Good knowledge of Power BI
 - Power BI desktop
 - Report Builder
 - Power BI connectivity with other systems
- Good knowledge of GIS
 - ArcGIS online
 - ESRI ArcGIS platform
- Good communication skills to a wide range of levels
 - Providing expert knowledge and guidance to services
 - Writing documentation and reporting
 - Providing training and guidance to colleagues
- Knowledge of relational databases including SQL

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).