

# Job Description and Person Specification

Data Analyst – Families First Programme

A Lambeth to be proud of



**Job Title: Families First Data Analyst**

**Department: Children's Families, & Education**

**Division: Transformation, Improvement and Performance**

**Grade: PO4**

**Reports to: Families First Data Lead**

**Responsible for: N/A**

## **Context**

To provide robust analysis, statutory and corporate reporting, and actionable insight that supports early intervention, demand management, and programme assurance. The postholder will maintain high data quality, develop dashboards and models, and translate complex information into clear intelligence for decision makers

## **Job Purpose**

### **Key Accountabilities**

1. Produce timely monthly dashboards and performance packs for the FFP Board and senior leadership.
2. Deliver statutory and corporate data returns with high accuracy and on-time submission.
3. Develop analytical models (descriptive, diagnostic, and forecasting) to identify trends, risks, and opportunities for early intervention.
4. Maintain and improve data quality across key systems (e.g., case management, EHM/Mosaic), working with ICT and services.
5. Provide clear analysis and advice to operational managers and partners, translating technical insights into practical actions.
6. Support evaluation frameworks, logic models, and impact measurement for the programme.
7. Manage documentation, data dictionaries, and metadata; ensure audit-readiness and compliance with information governance.
8. Collaborate with Performance & Insight, ICT, Finance, and service areas to improve data flows and reporting automation.
9. Respond to ad-hoc analysis requests; prioritise and deliver within agreed timelines.
10. Embed equality, diversity, and inclusion considerations in analysis and reporting.

### **Key Working Relationships**

11. Internal: Programme Lead, Workstream Leads, Performance & Improvement service, ICT, HR, Finance, Legal, Comms, and operational managers.
12. External: Schools, Health partners, VCS organisations, commissioned services, and residents (where appropriate).

### **Measures of Success (non-KPI)**

13. Accurate, timely dashboards and returns that enable informed decisions.
14. Improved data quality and consistent definitions across datasets.
15. Actionable insights that contribute to better outcomes and reduced demand.

## **PERSON SPECIFICATION**

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.</p>	<b>Shortlisting Criteria</b>
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**For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.**

<b>Key Knowledge</b>	K1	Understanding of performance frameworks in Children’s Services/Early Help	
	K2	Information governance, data protection, and ethical use of data.	✓A
	K3	Familiarity with metadata, data dictionaries, and standard definitions.	
	K4	Proficiency with tools such as Power BI, advanced Excel, and SQL (or equivalent).	
<b>Relevant Experience</b>	E1	Analysing complex datasets and producing dashboards/reports for senior decision makers.	✓A
	E2	Delivering statutory/corporate returns in a public sector environment.	✓A
	E3	Working with case management or children’s services datasets.	✓A
	E4	Building or maintaining forecasting/predictive models.	
	E5	Experience of strong analytical capability; confident with data cleansing, transformation, and visualisation.	
	E6	Attention to detail; commitment to data quality and governance report for various audiences.	
	E7	Ability to manage competing priorities and deliver to deadlines.	
<b>Qualification</b>	Q1	Degree or equivalent experience in a quantitative field (e.g., data/analytics, statistics, social science, economics) or substantial relevant experience.	✓A
	Q2	Relevant analytics or BI certification (desirable).	✓A

<b>Core Values and Behaviours</b>		<p><b>Equity</b></p> <ul style="list-style-type: none"> <li>Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.</li> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul>	
		<p><b>Kindness</b></p> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.</li> </ul>	
		<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way</li> <li>• I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.</li> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> </ul>	

		<ul style="list-style-type: none"> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.</li> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul>	
		<p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> <li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li> <li>• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</li> </ul>	