

Early Education and Childcare Analyst Job Description and Person Specification

JOB TITLE:	Early Education and Childcare Data Analyst
GRADE:	Grade I
POST NUMBER:	H090000009
DIRECTORATE:	Children's Services -Education
SERVICE:	Early Education and Childcare Service -Funding and Data Team
RESPONSIBLE TO:	Head of Early Education and Childcare Service
RESPONSIBLE FOR:	n/a
	Enhanced check required and sign up to the DBS update service This post is not politically restricted. Hybrid working Is a Travel Allowance Payable? Yes, through the oyster card system Does this post attract an Essential Car User Allowance? No
JOB SUMMARY:	<p>Support and contribute to the Early Education and Childcare Service's strategy to ensure there are sufficient, high quality, flexible and accessible early education and childcare offers for all parents/carers wishing to take part.</p> <p>Lead on the collection, analysis, identify projections and recommendations including presentation of data to support strategic planning, sufficiency assessments and informed decision-making across early education and childcare services.</p> <p>Oversee all funding and financial processes, ensuring accuracy, compliance and use of data insight to identify discrepancies, with responsibility for approving transactions and supporting budget planning.</p> <p>Collaborate with internal teams and external partners with regard to planning, potential premises and system improvements, ensuring alignment with statutory duties and ongoing market development.</p> <p>Identify gaps, risks and issues within the local childcare market and lead on developing potential actions to mitigate these. Issues could be around over-supply, provider closures, or changes in demographics.</p>
ROLE REQUIREMENTS:	
1.	Lead on all data-related tasks, including the creation of reports, presentations, dashboards and statistical insights to identify trends and development needs to ensure processes inform strategic and operational planning.
2.	Use a consistent analytical approach to support future service delivery and planning including sustainability action plans to ensure the Local Authority meets its sufficiency duties.
3.	Oversee and track the operation of all Early Education and Childcare Service funding streams ensuring annual projections, termly reconciliations and forecast submissions are completed and provide

	regular updates to the service and stakeholders to inform resource planning and strategy.
4.	Lead all Early Education and Childcare Service capital funding programmes, enabling the creation of new early education and childcare places and collaborate with providers on projects.
5.	Lead and produce the Annual Childcare Sufficiency Assessment and related strategies, using data and stakeholder input to identify gaps, ensure sufficient, high-quality, flexible, and accessible provision, and support planning.
6.	Recommend actions to address childcare market issues from data gathered for the CSA and related strategies.
7.	Build strong partnerships with internal and external teams and stakeholders to gather accurate data, align processes and support service improvement.
8.	Lead on early education and childcare planning in coordination with all stakeholders including but not limited to school organisation, pupil admissions and local planning teams.
9.	Work closely with the Planning Department, Corporate Assets, and private and community landlords to identify prospective suitable premises for early education and childcare provision and participate in relevant boards to support strategic expansion.
10.	Work in close partnership with the Data Intelligence, IT and Schools Finance teams to ensure processes are aligned.
11.	Actively represent the service as and when needed at various boards and working task/improvement groups. Prepare all relevant insight/data information/presentations/recommendations and documentations required
12.	Design and lead stakeholder consultations and surveys to gather key information, providing analysis and recommendations to inform planning and decision-making.
13.	Represent the Early Education and Childcare Service at national and local events and forums, sharing insights, promoting best practice and contributing to policy discussions as required.
14.	Produce timely financial reports to support Early Education and Childcare Service budget holders with planning, reconciliation, and resource allocation.
15.	Provide statistical information to support decision-making, guide the development of services and ensure planning and priorities are based on accurate and relevant data.
16.	Be responsible for overseeing and approving financial transactions, using data insight to ensure consistency, identify discrepancies, and work closely with the funding and school finance teams to maintain accuracy and compliance.
17.	Monitor, audit, and maintain accurate, up-to-date records, using data analysis to ensure consistency, highlight anomalies, and support informed decision-making.
18.	Conduct a thorough review of the information gathering processes, collaborating with relevant internal and external stakeholders and data intelligence to ensure the data collected is accurate, relevant and aligned with the intended objectives.

19.	Lead on improvements to data systems and processes, ensuring they are efficient, accurate, and aligned with strategic goals.
20.	Apply the Assess, Plan, Do, Review cycle to evaluate effectiveness and drive continuous improvement and make recommendations on potential improvements.
21.	Design and lead the development of a new data profile system to allow the measurement and tracking of the Early Education and Childcare Service's key performance indicators to support maximisation of the performance of the Service.
22.	Ensure all statutory duties are met and respond promptly and accurately to DfE and organisational requests, including data returns, Freedom of Information requests, and complaints.
CORPORATE RESPONSIBILITIES	
1.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
2.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
3.	Promote equality and equity among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
4.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
5.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
PEOPLE	
6.	Work closely with colleagues, providers and partner stakeholders supporting the delivery of integrated services.
7.	To engage with all stakeholders, raising the profile of the Early Education and Childcare service and sector.
SERVICE	
8.	Work as a supportive and proactive team member with a focus on wellbeing and collaboration.
9.	Acting on own initiative and work with colleagues to help maintain the smooth running of the service.
10.	To work within the councils' safeguarding policies and practices, to identify safeguarding concerns, to make a judgement, take action and escalate accordingly.
11.	To identify initiatives, marketing opportunities and platforms that promote the service, sector, and the funded entitlements.
12.	Ensure that duties are undertaken with due regard and compliance with the Children's Act 2006 (2014), Ofsted, DfE Guidance, EYNFF, EYFS, GDPR, Data Protection Act and other legislation deemed relevant.
13.	Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and other relevant Health and Safety legislation.

PERFORMANCE	
14.	Maintain personal and professional development to meet the changing demands of the job by actively participating in regular work review meetings, 'My Annual Review' scheme and service improvement transformation cycle.
15.	Ensure own professional development by actively seeking new learning opportunities and attend identified training, networks and conferences with the aim of improving the service. This may include cascading training to colleagues and stakeholders.
16.	Be a reflective and active team member ensuring the adherence of the 'Assess, Plan, Do, Review Cycle' and allow for change.
17.	Ensure that all duties and responsibilities are discharged in accordance with the Council's policies and procedures, Code of Conduct and relevant regulations and legislation
18.	To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

Person Specification

Person Specification for the Post of: Early Education and Childcare Business Analyst		Essential (E)	Method of Assessment A= Application T= Test I= Interview
Knowledge	Significant working knowledge of the wide-ranging Government early education and childcare initiatives.	E	A, I
	Thorough working knowledge and understanding of all relevant statutory frameworks and legislation.	E	A, I
	Good working knowledge and understanding of the early education and childcare sector and its challenges.	E	A, I
	Good working knowledge and understanding of DfE, Ofsted and Independent Schools Inspectorates frameworks and duties.	E	A, I
	Significant working knowledge of Synergy Early Years Application, including administration client software, Early Years Provider Portal, 2-Year-Old Funding Application, Parent Portal and FIS Online Portal.	D	A, I
	Significant experience in reporting using Microsoft Reports Builder/SSRS, including data extraction, analysis and translating complex data into clear, meaningful outputs	E	A, I
	Excellent IT literacy skills.	E	A, I
	Knowledge of Artificial Intelligence and how to apply this to streamline current processes.	D	A, I
Qualifications & Experience	A relevant qualification in Data Science, Mathematics, Computer Science, Economics, Business or a related analytical discipline, or demonstrable equivalent professional experience	E	A

	<p>Significant experience of data intelligence and financial and/or funding administration.</p>	E	A, I
	<p>Significant experience of the effective use of ICT, AI and other specialist systems.</p>	E	A, I
	<p>Experience and ability to plan, deliver and monitor projects and programmes of work, in line with agreed timescales and outputs; to contribute to cross-service/agency projects.</p>	E	A, I
	<p>Significant experience in data collection, analysis and report writing.</p>	D	A, I
	<p>Experience in the provision and presentation of statistical information across a variety of software applications.</p>	D	A, I
	<p>Experience of working with parents. Carers and providers- consultations and surveys..</p>	E	A, I
	<p>Experience how-to coach, mentor, nurture, advise and provide support to Early Education and Childcare provision to ensure the development of high-quality and sustainable provision.</p>	E	A, I
	<p>Experience of direct or indirect supervision / overseeing the work of others.</p>	E	A, I
	<p>Experience of working in a supportive team within a large and complex organisation, with expert technical professional knowledge and experience</p>	E	A, I
	<p>Experience of working collaboratively as a team in an open and nurturing environment.</p>	E	A, I
	<p>Experience in sustaining partnerships both internally and externally with key partners and stakeholders.</p>	E	A, I
	<p>Excellent inter-personal and negotiating skills, with experience of resolving escalated and complex queries.</p>		

Living the TOWER Values sets out the essential behaviours required of all staff.			
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets.	Building relationships: Seeks opportunities to build positive relationships with people from other teams and partners. Builds networks with key teams they work with, to ensure they achieve the best outcomes. Shares information and engages others in a timely way to achieve the best outcome. Looks for ways to collaborate with others early on, to achieve the best outcomes.	E	A, I
We are OPEN and transparent	Communicating clearly: Checks understanding and that they are understood by others and explains jargon where needed. Thinks about the people they communicate with and adjusts their style accordingly. Uses effective listening and questioning techniques to understand the needs of others and act accordingly. Manage change: Seeks to develop own resilience to manage change, seeking support where necessary. Approachable and actively seeks feedback from others to improve how they do things.	E E	A, I A
We are WILLING to challenge, innovate and be accountable	Being accountable: Takes accountability for delivering own work, setting challenging goals for self. Looks for ways to continuously improve and develop within role. Makes suggestions for better and new ways of doing things.	E	A, I
We empower each other to be EXCELLENT and go the extra mile	Having purpose and personal motivation: Understands the organisation's direction of travel and actively supports that in their work and interactions. Takes the initiative to improve outcomes and explain the difference they have made.	E	A, I
We RESPECT all communities; they are the heart of everything we do	Respecting diversity and being inclusive: Is polite, helpful and inclusive towards people from our diverse community. Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service. Ensures that	E	A, I

	they and others value the diversity of all people they work with and takes this into account in developing the service.		
Additional Requirements	<p>To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice.</p> <p>To be willing, and able, to work and travel around and outside the borough to meet the demands of the role.</p> <p>To comply with the requirement to carry out a DBS (Disclosure and Barring Service) check on this role.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A</p> <p>A</p>