

Intelligence Analyst – SEND

Salary £50,721

12 month Fixed Term Contract – starting from September 2025, based at London Councils, 12 Arthur Street, EC4R 9AB

Secondments and agency appointments welcome

This role is a full-time position. However, part-time applicants will be considered.

Who we are

The [London Innovation and Improvement Alliance \(LIIA\)](#) is the Association of London Directors of Children's Services (ALDCS) sector-led improvement partnership and is hosted by London Councils. We exist to facilitate collaboration to address ALDCS priorities, provide a platform for innovation, identify and share effective practice and produce and make accessible shared datasets. Aligned to ALDCS priorities our programme is focused on five key workstreams; [Adolescent Safeguarding](#), [SEND](#), [Resources](#), [Workforce](#), and [Care Leavers](#), underpinned by crosscutting themes.

We are seeking to grow our team and require a motivated SEND Intelligence Analyst to join us in supporting London's local authorities through data-driven insight and evidence, helping to improve outcomes and experience for children and young people with SEND across the capital.

What you'll do

The ALDCS SEND Programme is entering its fourth year of operation and an exciting new phase of development to drive forward an ambitious programme of pan-London work. To support this expanded agenda, we are recruiting an Intelligence Analyst who will support in the design, development, and delivery of intelligence products that inform SEND strategy and practice across London local authorities and partners. This role will be central to:

- Leading the development and maintenance of SEND-focused data dashboards, analytical tools, and bespoke data products that support planning, benchmarking, and improvement across boroughs.
- Conducting in-depth data analysis and generating actionable insights to support local and pan-London SEND priorities, including deep dives, peer reviews, and challenge sessions.
- Collaborating closely with data partners, the Department for Education (DfE), NHS England (NHSE), and other key stakeholders to secure, integrate, and use datasets effectively.

You will work as part of a dynamic and expert intelligence team within LIIA, with access to a strong professional network and the opportunity to influence SEND policy and practice at a strategic, cross-borough level.

How to Apply

Apply for this role via the [LIIA Website](#), submitting your CV and Cover Letter [to the hiring team](#).

- Closing date for applications: **12pm noon, Monday 14th July**
- Interviews will take place on **WC 28th July**

Please contact [Rashid Jussa – LIIA Lead for SEND](#), for an informal conversation about the role.



Job Description

Job Title: London Innovation and Improvement Alliance (LIIA) Intelligence Analyst (SEND)

Responsible to: LIIA Strategic Intelligence Lead

Key Contacts: ALDCS, London Councils Officers, London Information Exchange Group (LIEG)[children's], Data to Insight (d2i), Leaders and strategy makers across services for children in London.

Band: D

Job Purpose

- To be the point of contact for the ALDCS SEND workstream, lead on the development of intelligence products and diagnostic work
- To assist in the delivery of a portfolio of data products for the LIIA programme, that inform strategy and practice across delivery and design of the programme.
- To develop, maintain and enhance programme/priority Data Dashboards and associated analytical tools to inform planning, benchmarking and improvement in local authorities.
- To carry out analysis and insight generation across the breadth of policy and delivery, providing evidence and intelligence to support boroughs and regional priorities.
- To provide ad-hoc and routine data support to London boroughs and partners working to improve outcomes for children and young people.
- To support other data and intelligence products across the LIIA programme when required.
- To deputise for the LIIA Strategic Intelligence Lead in meetings and other interactions, in particular those related to SEND, as required.

Principal Accountabilities

1. Deliver data products to support the objectives of the LIIA Programme
 - Provide accurate and timely data and analysis in line with stakeholder requirements.

- Lead on the development, publication and ongoing improvement of the ALDCS programme/priority data dashboards, including regular updates and user feedback.
 - Engage with stakeholders to ensure data products meet strategic and operational needs across services.
 - Manage relationships with data partners (e.g. DfE, NHSE, etc.) to secure and integrate data sets.
2. Support Deep Dive work and Peer Review / Challenge with data for the LIIA
 - Provide tailored data and analysis for local or thematic peer challenges or learning reviews.
 - Develop bespoke data packs or dashboards for boroughs on request.
 - Contribute to data briefings and evidence packs for London-wide forums and working groups.
 3. Gather, assess and document the requirements for data products and projects.
 - The requirements for data products and projects are understood and communicated.
 - Opportunities for innovation and transformation in the design and delivery of work are identified and maximised.
 - Work with colleagues across the LIIA Team, to help design & coordinate the efficient implementation of data collections
 - Produce monitoring information and analysis as required.
 4. Extract, manipulate and integrate data using data science techniques so that it can be used effectively for analysis and reporting
 - Data is transformed into a format and structure using tools such as excel, Power BI or code (i.e. Python) to enable further analysis.
 - Accurate information and valuable intelligence can be extracted through data analysis.
 - For specific projects stakeholders are able to interrogate data using self-serve dashboards built in software such as power bi.
 - Use manual methods to update existing data tools where the data stack is simple such as pasting data in excel to existing tools.
 5. Design and develop data models and processes to enable comprehensive and accurate reporting.
 - Data models & analytics are designed & implemented to produce accurate, useable intelligence.
 - Data models & analysis exploit new developments and improvements in data Intelligence technologies, approaches and methods.
 6. Produce quarterly data & performance information to meet reporting and monitoring deadlines

- Give regular feedback to the London SEND steering group on any items of significance (eg. sudden sub-regional/London-wide changes)
7. Manage the communication of releases, products and general data information to stakeholders
 - The ALDCS Sector-led Improvement (SLI) website (www.LIIA.london) is updated as a programme tool
 - The administration of users to the data restricted areas of the website and any newly developed platforms are maintained on a timely basis
 - Content for the data areas are uploaded and updated when required.
 - Ad-hoc communications are delivered when requested for example via email or meetings.
 - Deputise for the LIIA Strategic Intelligence Lead in meetings and other interactions, in particular those related to SEND, as required.
 8. Ensuring access for stakeholders to the suite of data products.
 - Raising timely requests with IT to ensure and maintaining the directory of contacts to access Power BI products
 - Assisting with Ad-hoc enquiries on access or usage of data products. Supporting the use of dashboard tools, by swiftly responding to queries and demonstrating usage with users.
 9. Work with a range of partners and stakeholders across London & England
 - Support the LIIA objectives, plans and projects with various partner organisations across London and sometimes beyond.
 - Collaborate with colleagues in these organisations on topics such as data synchronisation/ alignment, secure data transfer with due regard to Data Protection and GDPR requirements.
 - Work with data & intelligence colleagues across the eight other regions in England, d2i and other organisations working in the data & intelligence space.
 10. Support the other work of the LIIA data & intelligence team as directed by the LIIA Strategic Intelligence Lead
 - Support the LIIA data & intelligence team production of data products such as the quarterly benchmarking, annual reporting & CLD project.
 - Collaborate with colleagues in the LIIA data & intelligence team in the design of new data products.
 - Provide support to stakeholders across London and in other organisations in relation to the use of the data products of the LIIA data & intelligence team.

General Accountabilities

11. Undertake / support consultation procedures. Identify issues, resolving as appropriate and escalating complex problems if necessary.

- Activities are undertaken according to relevant guidelines / regulations / procedures.
 - Customer / stakeholder views are available to inform recommendations.
 - Data and measurements are accurately recorded.
12. Collate process and analyse complex information. Ensure all required records and information are maintained correctly in accordance with Information Governance.
- Information is managed efficiently and accurately.
 - Data is recorded and stored in compliance with policies. These may include but not restricted to local council policies, the ALDCS Memorandum of Understanding or specific Information Governance Agreements.
13. Prepare and present results / responses / reports / recommendations.
- Accurate, complete and relevant information / reports are provided for the LIIA Team or other stakeholders use.
 - Issues are clearly summarised; progress and implications are reported.
14. Work closely with others to clarify changing requirements. Identify, recommend and support the development and delivery of improvements. Contribute to the development and implementation of procedures and systems.
- Improvement opportunities and plans to achieve them are identified and recommended.
 - Agreed improvements are developed, delivered and evaluated.
 - Changes are effectively communicated to others
15. Lead projects or improvement programmes, or contribute to the delivery of larger projects
- Practical, effective solutions are developed and delivered in accordance with legislative requirements and good practice guidelines and address any relevant environmental / conservation / technical / design issues.
 - Projects are delivered to agreed specification, timescales and budgets.
 - All project documentation and reports are completed correctly
16. Develop good working relationships and communicate effectively with internal / external organisations / partners and stakeholders. Represent specialist area internally and / or externally. Model, demonstrate and promote good practice relevant to the role.
- Relevant work area reputation is maintained or enhanced.
 - Stakeholders are engaged with activity relevant to them.
 - Positive feedback is received from stakeholders.
 - Communications are clear, well planned and effective.
 - Best practice is shared and promoted.
17. Support partnership agreements and partnership working within area of responsibility.
- Activities which support partnership working are effectively delivered.
 - Partnership working groups produce valid and timely outputs.

18. Quality check documents, decisions and / or presentations before delivery
 - All work meets the required standards
19. Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.
 - All policies and procedures are complied with.
20. To adhere to London Councils' corporate policies, procedures, regulations and protocols, including the Data Protection Act 2018.
21. To promote equality, diversity and inclusion in all areas of work and actively challenge discrimination.
22. To always take care to uphold health and safety at work for self and others. To always observe London Councils' Health and Safety policy and related procedures.
23. To uphold the highest standards of ethical conduct in line with the expectations of a local government officer and to lead staff to adhere to such standards in order to uphold the reputation of London Councils and local government in London.
24. A Flexi system is worked. Evening and out-of-hours working may be required on occasions and a willingness to travel within London.

Nature of Contacts

- Frequent contact with performance managers across London to collect data and provide feedback on quality checks.
- Some contact with Senior & other representatives from external organisations in the public sector including the London Information Exchange Group, the London Government Association and partner organisations such as the DfE and Health.
- Working directly with data scientist colleagues in external agencies to exchange information on code and co-ordinate actions together for reporting.
- Report into the LIIA Strategic Intelligence Lead on a regular basis to provide updates on agreed projects and deliverables.
- Work in a timely manner to produce ad-hoc reporting to queries for Senior stakeholders across London such as DCS.
- Deputise for the LIIA Strategic Intelligence Lead in meetings and other interactions relating to the SEND Programme & other LIIA data & intelligence projects as required, with a range of contacts from DCS to officer level.

Person Specification

LIIA Intelligence Analyst

Qualifications

- Educated to degree level or equivalent (an advantage would be to have a significant statistical element to the qualification) Certificates or evidence of corporate training and/or demonstrable advanced proficiency in use of code such as R, Python or SQL.
- Certificates or evidence of corporate training and/or demonstrable advanced proficiency in use of dashboard software such as Power BI, Qlik, or Tableau.

Knowledge

- Knowledge and experience of extracting and manipulating data using a coding language such as DAX, SQL, R and/or Python
- Thorough understanding of core concepts of how data is organised and managed in complex business environments, including relational databases and data modelling
- Thorough understanding of the requirements of GDPR and Data Protection Act 2018 and ability to design and implement approaches to ensure compliance.

Skills & Abilities

- Highly numerate, with excellent analytical and problem-solving skills
- Advanced statistical and analytical skills, including (for example): Use of spreadsheets, databases, coding, statistical analysis packages to analyse and manipulate large and complex datasets (e.g. Excel, Power Query, Power BI, Python, SQL or others such as Business Objects, SSRS)
- Advanced user of Office productivity software, such as Excel, Outlook, Word, PowerPoint, Teams and other Office 365 (or equivalent) apps
- Adaptable to be able to complete bespoke or Ad-hoc data requests from stakeholders. Ability to research possible data sources to produce accurate information quickly with minimal supervision.
- Accustomed to managing conflicting deadlines and a demanding workload
- Ability to see the bigger picture as well as attend to detail

Experience

- Experience of developing and reporting on performance measures and indicators, and designing and implementing performance management frameworks
- Ability to design and produce clear and compelling data visualisations in reports, dashboards
- Experience of providing complex information and advice to key decision makers, to a similar level to Project leads and Directors.

- Ability to communicate effectively using a wide variety of media and methodologies, including written, oral and visual means of communication
- Self-motivated, enthusiastic, and able to work with minimal supervision

Personal Characteristics

- Creative and innovative
- Demonstrable commitment to equal opportunities and equality in employment and service delivery
- Well-developed interpersonal, persuasion and negotiating skills