

REGULATOR OF SOCIAL HOUSING (RSH) ROLE PROFILE

Role	Data Project Analyst	Directorate	Strategy
Reports To	Head of Data and Statistics	Section	Data Team, Business Intelligence.
Post Reference	7T0330	Grade	15

Purpose of the Role

The Data Project Analyst plays a leading role in identifying data collection requirements to support regulation, as required by Government policy, turning these requirements into detailed technical specifications which enable colleagues in digital services to code these within the NROSH+ environment. The postholder will also work to collect, clean, interrogate, analyse and report the data and information required to undertake effective regulation of the social housing sector. Working in the Data Team, the data project analyst will work to establish survey guidance and data cleaning tools, both those to be coded into the NROSH+ system and those within other tools (such as Excel, Power BI or other Microsoft Power Apps). The post holder will also be responsible for dealing with queries from digital services during build periods, and for leading and undertaking user acceptance testing on the developed survey.

The post holder will also work on publication of data, including our National Statistics publication , ensuring analysis of the highest quality is produced and published.

Main Duties and Key Accountabilities of the jobholder

Key Accountabilities

1. To lead the maintenance, development (including user acceptance testing) and delivery of a regulatory data return through the online NROSH+ application from registered providers of social housing, providing expert advice and guidance to providers, interrogating, analysing and reviewing data for errors and inconsistencies.
2. To provide expert input into the data requirements of the RSH, working with internal and external stakeholders to ensure data collections meet demands of RSH, providers and users.
3. To deliver high quality, accurate and timely analysis for internal and external products and publications, including the RSH National Statistic publication. Ensuring compliance with all relevant standards for statistical analysis and publications.

Main Duties

1. Support the Head of Data and Statistics in the collection of data from registered providers and work as part of a wider team to deliver the NROSH+ collection system and surveys.
2. Lead the work to establish requirements for data collection surveys, working with colleagues across regulation to ensure data collected meets the regulator's needs in order that they may regulate as required.
3. Lead the work to turn data collection requirements into clear technical specifications for IT colleagues to develop and deliver the NROSH+ system/ surveys and test the delivered solution to ensure that it matches specifications and that requirements have been met.

Main Duties and Key Accountabilities of the jobholder

4. Develop guidance and support information relating to the collection of data through the NROSH+ portal, acting as a source of expertise within the organisation to support data collection and analysis of data from registered providers.
5. Develop and manage credible relationships both internally and externally, leading direct engagement with individual Registered Providers on data submission and data quality and working with other teams across regulation to support regulatory action.
6. Provide analysis and interpretation of incoming data to meet the needs of the RSH in its publication of National Statistics and other analytical products and publication processes.
7. Liaise and cooperate with other analytical teams to make best use of expertise and achieve a coordinated approach to delivering research and analysis, and contribute to the analytical programme at RSH, ensuring continued development of quality analytical, written and verbal skills
8. Respond to ad hoc queries from internal and external stakeholders, including Parliamentary Questions, as required and sometimes under very tight timescales.
9. Provide effective project management of the data team's work, on existing and newly arising priorities and project work on new data requirements.
10. Provide effective team management; effectively manage, appraise and develop team members to ensure successful delivery of the team's objectives.
11. Ensure all duties are carried out in accordance with team's standards, agreed ways of working, priorities and timescales.
12. Support the management and ongoing development of the Strategy Directorate and contribute to the corporate priorities of the wider RSH, carrying out any other reasonable duties as may be required from time to time.

Working Relationships and Contacts

External Relationships:

- Registered Providers of Social Housing.
- IT service provider.
- Some engagement with key external stakeholders including the Department for Levelling Up, Housing & Communities.

Internal Relationships:

- Analysis colleagues
- Regulation operations staff, particularly in relation to data collection and rent regulation.
- Regulation Executive in relation to the provision of papers that relate to the Regulator's approach to data collection

Core job skills

Qualifications, knowledge, skills and experience

Essential

- High degree of literacy and numerical skills, including highly developed analytical skills and the ability to review, analyse and interrogate large data sets and able to explain technical information to non-specialists.
- Strong IT skills including an in-depth knowledge of standard software (e.g. Microsoft office products, including Excel) and of more specialised software (e.g. Access, Power BI or Other Microsoft Power Apps or SQL databases).
- Experience and competence in producing specifications, test plans and undertaking user acceptance testing, with a clear understanding of user experience, outcome focused testing and the ability to report on, track and resolve issues.
- A clear understanding of the principles of project management, digital system development, risk management, corporate governance, business planning, financial planning and of the financial issues facing organisations in the housing sector.
- Excellent communication skills, able to communicate effectively orally and in writing; prepare concise, clear responses; and the ability to draft communications, correspondence, reports and minutes clearly and succinctly, tailoring documents to audiences (including Senior Executive) effectively, ensuring clarity in outputs.
- Strong interpersonal skills to develop and maintain effective working relationships with internal and external stakeholders, including the ability to relate and respond effectively to these users using tact and diplomacy at all times, able to deal with challenging people situations, manage conflict and resolve difficult situations.
- Strong critical and analytical evaluation skills, with the ability to analyse data (demonstrating a good understanding of statistical techniques and their application in the production of analysis), the ability to draw conclusions from a range of material provided by Registered Providers and from sector-wide policy briefings.
- The ability to exercise a sound professional judgment in drawing conclusions from a range of information and data, with the ability to articulate these judgements in a manner appropriate to the relevant audience.
- Experience of staff/ team management, with the ability to effectively direct and support others, providing pastoral and work focused support and guidance, and monitoring performance through regular 1-2-1 meetings and annual appraisals.
- An awareness and understanding of the key policy issues affecting social housing and its regulation in England and of RSH's regulatory approach. Including a good understanding of current regulatory approaches and of housing policy and practice, and housing investment strategies.

Desirable

- Relevant work experience within either the public sector or industry regulator, consultancy or wider regulated industry
- Recognised technical qualifications, such as Prince 2, Agile, P3O

General Responsibilities

- To adhere to RSH's equality and diversity and equal opportunities policies in all activities and to actively promote equality of opportunity.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with RSH Health and Safety policies.
- To demonstrate RSH core values in all working relationships within the workplace
- To work in accordance with RSH Data Protection Policies and adhere to RSH Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.