

Role Profile

Job Title:	Principal Data, Performance and Systems Analyst
Location:	Colindale Office (Hybrid)
Department:	Insight & Intelligence Hub
Directorate:	Strategy & Innovation
Grade:	Grade L (£64,839 - £72,294)
Type of Working:	Hybrid
Reports to:	Head of Organisational Insight & Intelligence

1. Job Purpose:

To provide senior analytical, systems and performance expertise to support the successful migration of council services from Idox to Arcus. The postholder will work across service teams, suppliers and other stakeholders to translate operational requirements into effective system, data and reporting solutions.

The role will lead and assure key aspects of data discovery, cleansing, mapping, migration, validation and reconciliation, ensuring that information transferred to Arcus is accurate, complete, secure and fit for purpose. The role will also support the design, testing and implementation of workflows, integrations, management information and performance reporting, helping services maintain continuity and realise the intended benefits of the new platform.

A key purpose of the role will be to ensure that Arcus integrates effectively with the council's wider corporate data platforms and architecture, enabling secure and reliable data flows, reducing information silos and supporting joined-up analysis, insight and service delivery. This will help create trusted, wellgoverned and accessible data foundations that support the council's ambitions for the responsible adoption and effective use of artificial intelligence. The postholder will work with relevant technical and information governance leads to establish appropriate data standards, interfaces and controls so that information can be used consistently and responsibly across the organisation.

Beyond the migration programme, the postholder will strengthen systems ownership, data quality, governance and performance insight, embedding sustainable processes and supporting colleagues to make effective use of Arcus following implementation.

2. Key accountabilities:

- Lead the data, systems and performance workstream supporting the migration from Idox to Arcus, managing requirements, plans, priorities, dependencies, risks and delivery controls with services, technical teams and suppliers.
- Lead data discovery, profiling, cleansing, mapping, transformation, migration, reconciliation and validation, defining acceptance criteria and providing evidence-based assurance on data quality, system readiness and reporting capability.
- Support the design, configuration, testing and implementation of Arcus, including workflows, forms, interfaces, integrations, access controls, performance measures and management information, ensuring defects are prioritised and resolved.
- Ensure Arcus integrates effectively with the council's wider data platforms and architecture, working with relevant specialists to establish secure, reusable data flows, standards, interfaces, metadata and controls that enable joined-up insight, advanced analytics and the responsible use of artificial intelligence.
- Design and deliver management information, operational reporting, statutory returns, dashboards and performance frameworks, while embedding data quality, information governance, security, retention and accessibility requirements.
- Act as a senior subject matter expert, building effective relationships, constructively challenging solutions and translating complex technical and operational information into clear advice for senior officers, programme boards and other stakeholders.
- Support service readiness, change management, training, documentation and knowledge transfer, and establish sustainable arrangements for system ownership, data stewardship, continuous improvement and benefits tracking.
- Undertake other data, systems and performance responsibilities consistent with the scope and seniority of the role, including supporting wider corporate transformation and improvement priorities.

3. Financial Responsibilities:

No specific budget responsibilities but post holder will be expected to support value-for-money decisions by monitoring supplier performance, challenging avoidable cost, and ensuring that system and reporting changes are prioritised against clear service benefits.

4. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Degree-level qualification, or equivalent demonstrable professional experience, in data, information systems, analytics, performance, technology or a related discipline.	Essential	Application/Interview
Experience & Knowledge		
Substantial experience of leading data, systems, reporting or performance workstreams within a complex transformation, migration or system implementation programme.	Essential	Application/Interview
Strong knowledge and practical experience of data migration, including profiling, cleansing, mapping, transformation, reconciliation, validation and quality assurance.	Essential	Application/Interview

Experience of defining business and technical requirements and supporting system design, configuration, workflow development, integration, testing and implementation.	Essential	Application/Interview
Knowledge and practical experience of technical data and systems concepts, including relational databases, data models, SQL, APIs, system interfaces, extract-transform-load processes, metadata, access controls and data architecture.	Essential	Application/Interview
Knowledge and practical experience of Microsoft data and productivity technologies, or equivalent, such as SQL Server or Azure SQL, Power BI, Power Query, Power Platform, Excel, SharePoint and Microsoft Fabric or Azure data services.	Essential	Application/Interview

Knowledge of data governance, information security, data protection, records management and accessibility requirements, and their application to system implementation and operational reporting.	Essential	Application/Interview
Experience of local government or regulatory services systems, including Idox and/or Arcus, and understanding of associated statutory, operational and reporting requirements.	Essential	Application/Interview
Skill & Ability		
Ability to lead complex workstreams, manage competing priorities, dependencies and risks, and provide clear evidence-based assurance to senior stakeholders.	Essential	Application/Interview
Strong analytical and problem-solving skills, including the ability to interrogate complex datasets, write or interpret queries, identify data quality issues and translate findings into practical solutions.	Essential	Application/Interview
Ability to communicate complex technical, data and systems concepts clearly, influence decisions and build effective relationships across services, suppliers and technical specialists.	Essential	Application/Interview
Ability to develop clear requirements, data standards, process and data models, acceptance criteria, test plans, management information, dashboards and technical documentation.	Essential	Application/Interview

Ability to use relevant analytical, reporting and collaboration tools effectively, including Microsoft Power BI, Excel, Power Query, SQL and Microsoft 365 applications, or equivalent technologies, and to learn new platforms quickly.	Essential	Application/Interview
Ability to produce clear, accessible and user-focused documentation, guidance and training materials covering system workflows, data capture and quality requirements, analytical processes, reporting and interpretation of outputs, and to provide effective training and knowledge transfer that enables service users to use data and systems confidently and consistently.	Essential	Application/Interview

Ability to work independently, exercise sound technical and professional judgement, constructively challenge proposed solutions and support colleagues through organisational and technological change.	Essential	Application/Interview
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Values & Behaviours

Caring

Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview

Learning to Improve

Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview

Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview