

Trading Standards Data/Systems Business Analyst

Salary: £15,948 - £17,928 – 22 hours per week

We are looking for a highly motivated, experienced and meticulous Data/Systems Business Analyst to lead on data and information management for Trading Standards.

Cambridgeshire and Peterborough Trading Standards are looking to recruit a Data/Systems Business Analyst to manage and enhance our database and provide ongoing data and information support across the Service.

You will be joining the team at an exciting time. In April this year, Cambridgeshire County Council's Trading Standards merged with Peterborough City Council's Trading Standards, and this post will be leading on the merger of the two existing databases (both Flare Citrix), shaping its configuration to meet the current and future needs of this new service. Thereafter you will be responsible for managing the database, liaising with the database provider over any issues or upgrades, making recommendations to the management team in terms of database improvements, providing training to staff, auditing the quality and recording of data, ensuring we meet our obligations under the Data Protection Act.

Furthermore, the post will be responsible for extracting, analysing and reporting on data, whether that be for the purposes of

supporting Intelligence analysis, report writing, project work, submitting Statutory Returns or responding to Freedom of Information Act requests.

The post will oversee the Service's network, ensuring it is fit for purpose and aligns with the needs of the database.

You will be joining a friendly yet highly motivated and nationally acclaimed Service working across both Cambridgeshire and Peterborough in the newly merged 'Cambridgeshire and Peterborough Trading Standards'. The position is based in Cambourne on the outskirts of Cambridge and working days/patterns are negotiable.

The Service is also recruiting a part time Trading Standards Intelligence Officer (separate advertisement), if you feel you have the skills to undertake both roles and are looking for a full time post, then we would be happy to receive an application for both posts.

For an informal discussion please contact Emma Butterfield on 01954 284643.

Closing Date: 28th January 2018.

Interview Date: Week commencing 19th February 2018.

To apply, please visit our website at www.peterborough.gov.uk/jobs

No internet access?

Please telephone: (01733) 747474 between 9am and 5pm (Monday - Friday).

We particularly welcome all people regardless of age, race, gender, religion, sexuality or disability.

The Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

