



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Performance and Information Officer

Pay Band: NNCBAND04

Reports to: Senior Performance Analyst

Responsible for: N/A

Directorate and Service area: Commissioning and Partnerships, North Northamptonshire Councils

Purpose of the job (why the job exists)

This role is placed in the Commissioning and Partnerships Team, within the Children Services Directorate. The team is based in North Northamptonshire Council but works across both West and North Northamptonshire Councils.

Working under the direction of a Senior Performance Analyst, this post will analyse data relating to business activity around Children's Social Care and Early Help (delivered by Northamptonshire Children's Trust), Education including SEND and Early Years. The analysis will be used to evaluate, track and monitor the outcomes and performance of service delivery.

The purpose of the role is:

- To develop tools for the processing and provision of information regarding children's services data (both Social Care and Education) and to analyse and interpret this information for the service area's strategic planning purposes.
- To enable the delivery of management information in response to requests from both internal and external sources through development and implementation of reporting requirements and manipulation of multi data sources to meet the service and partner needs.
- To interpret and report upon service information across services to enable managers to make evidence-based decisions to improve the cost effectiveness, efficiency, quality and consistency of service provision.

Principal responsibilities (please make these concise and ideally no more than 8)

1. To develop, maintain and streamline systems for collecting, verifying and updating datasets, to ensure the provision of relevant and up to date information about service trends in order to inform policy, effective planning, strategic direction and delivery of service.

2. To monitor the timely and accurate submission of national and corporate statutory returns.
3. To provide a platform of statistical evidence for management decision making; to work with Team/Service Managers to provide them with the information they need through analysis, interpretation, hypothesis testing and consensus building to inform their decision making.
4. Analysing data from multiple sources, ensuring production of reports and datasets to meet the requirements of service leads.
5. To act as a source of expert intelligence for all levels of staff and external agencies, providing advice and support to staff and managers with respect to data interpretation to ensure that they understand, accept and can act on evidence drawn from management information.
6. To design, create and analyse themed business insight packs to assist commissioning partners in directing service delivery.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.



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Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Educated to degree level or equivalent experience working in a local government management information setting	
Experience and Knowledge	<p>Previous experience of providing and analysing information management reports.</p> <p>Experience of manipulating, joining and analysing large datasets.</p> <p>Experienced in using a computerised database. This includes knowledge of data structures, maintenance and relationship with systems.</p> <p>Experience of liaising and influencing across management and peers.</p>	
Ability and Skills	<p>Excellent organisational skills.</p> <p>Good verbal and written communication skills.</p> <p>Advanced level of Excel skills.</p>	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		