



<b>Job title:</b>	Senior Performance Analyst (ASC)	<b>Service area:</b>	Finance
<b>Reports to:</b>	Performance Manager	<b>Section:</b>	Performance, Intelligence & Partnerships
<b>Date:</b>	December 2022	<b>Authority:</b>	North Northamptonshire Council

## 1. Purpose of job

This post is designed to deliver business intelligence and insights to the business to enable evidence-based decisions, improve cost effectiveness and efficiencies.

The post holder will lead a small team in delivering performance and intelligence reports to the business. The post holder will also be responsible for ensuring all statutory reporting obligations are met to a consistently high standard.

## 2. Job context

The Performance & Intelligence division sits within the Finance directorate, allowing it to remain impartial, objective and offer critical challenge to other non-corporate directorates.

Its focus is upon corporate performance Intelligence and Performance Improvement, policy development and support for the democratic processes needed for Councillors and the Council. The key objectives for the function are to:

- Drive decision making from a “One Team” view of current and future issues affecting the Council.
- Support Councillors to ensure they can deliver in their democratic role, through strong policy development and Business Intelligence.
- Increase knowledge networks and evidence based management across the organisation through timely insight and analysis.
- Deliver strong corporate governance around information management ensuring information is a key corporate asset.
- Use the above to inform and influence the medium term funding platform for the council.

The post holder will manage a small Performance Team and provide direct support and coaching in the production of:

1. Balanced Scorecards
2. Statutory Returns
3. Standard and adhoc reports to service areas, senior managers and other stakeholders.
4. Analysis of performance trends and model future requirements
5. Advise and support on data quality strategy and initiatives

The post holder will support the work of the Performance Manager; manage the information gathered by the organisation on its customers and their use of services to inform the development of an evidence-based needs assessment.

### **3. Main accountabilities**

1. Manage information projects to provide a platform of statistical evidence for management decision making; to work with Service managers, Team managers and Finance to provide them with the information they need through analysis, interpretation, hypothesis testing and consensus building to inform their decision making.
2. Establish and ensure application of professional standards in management information across the area so that data is up-to-date, accurate and of the required standard.
3. Appraise and anticipate changes in legislation and other external drivers that impact on information requirements so that statutory obligations are met.
4. Manage the production of timely performance Information for the Department for monthly management forums and quarterly board meetings.
5. Lead, manage and develop the Performance Team, ensuring continuous professional development in order to provide organisational learning, capability and resilience (including supervising appraisals and 1-1 sessions as required) to ensure staff have or gain the knowledge, skills and experience to carry out their roles effectively including coaching the team in the new ways of working and systems implemented in ASC.
6. Plan and manage the allocation of resources to prioritised projects and business as usual activities, adjusting as required to ensure key objectives are met whilst managing competing demands.

7. Liaise with the Business and relevant stakeholders to understand the business requirements and priorities, manage expectations and challenge requests to arrive at a clear set of requirements and specific tasks to assign to the team.
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9. Ensure that reasonable care is taken at all times for the health, safety and welfare of you and other persons, and to comply with the policies and procedures relating to health and safety within the department.

#### **4. Knowledge, experience and training**

- Higher standard of education (degree level qualification or equivalent) or relevant experience.
- Evidence of commitment to personal development activity.
- Knowledge of ASC practices and current ASC systems and ability to coach and train/upskill others in the team, raising the knowledge and understanding.
- Advanced level of understanding of performance management and the importance of high-quality information and its use.
- Knowledge of the content and cycle of local government statutory returns relating to ASC.
- Experience of planning and managing complex long-term data projects
- Experience of collating, statistically analysing and presenting information to a range of audiences.
- Experience of managing a team of professionals within a busy environment, including managing the quality and productivity of the team.
- Ability to operate effectively with people at a range of levels, both internal and external to the organisation
- Able to think strategically and identify suitable and innovative problems solving solutions, whilst managing complex sets of relationships and evidence of success in this regard.
- Highly developed communication and interpersonal skills, able to influence and challenge others, where appropriate in order to facilitate business change and to impact organisational culture
- Excellent numerical, written and verbal skills including the ability to communicate complex issues to all audiences.
- Strong ICT skills to support and develop work alongside excellent self-organisation and co-ordination skills.
- Use of Microsoft Access Packages (Word, Excel, Access, PowerPoint) at advanced level.
- Evidence of assertiveness and change management skills working within a complex challenging environment.