

## Job Description and Person Specification

### Job details

Job title: Senior Performance & Information Officer

Grade: 5

Reports to: Senior Performance Analyst

Responsible for: None

Directorate and Service area: Finance & Performance; Performance, Intelligence & Partnerships

### Purpose of the job

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 intelligence and performance management to support 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 support the work of the wider performance team to embed a strong performance and intelligence driven culture across the Council.

This post's focus is:

1. To support the collection, processing and provision of data across the range of Council services and analyse and interpret this information for the specific service area's strategic planning purposes.
2. 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 service, partner and central government needs. This information is used to allocate funding and creates the performance datasets published for the authority each year.
3. 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**

1. Support with the production of the corporate performance report and other management level performance reports as applicable to provide a platform of information and intelligence to facilitate Member and management decision making.
2. Support with the development of systematic models for the construction, collection and analysis of management information in order to inform policy, effective planning, strategic direction and delivery of service.
3. To manage the completion and submission of national and corporate statutory returns, with a focus on accuracy and efficiency, to provide a platform of statistical evidence for management decision making; to work with Team Managers and other stakeholders as appropriate to provide them with the information they need through analysis and interpretation to inform their decision making.
4. Amalgamate and analyse data from multiple sources, ensuring production of reports and datasets meet the agreed requirements.
5. Support in the liaising 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.
6. Support with the implementation of a systematic and comprehensive statutory collection process to enable a programme of continuous improvement for the service area.
7. To act as a source of 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.
8. To keep under review trends and developments in legislation and national and local service planning to ensure provision of accurate and timely information that anticipates requirements and is responsive to changing demands.
9. 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.
10. Appraise and anticipate changes in legislation and other external drivers that impact on information requirements so that statutory obligations are met.
11. 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.

## **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. Understand the councils commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. 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**

None

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent experience working in a local government management information setting</li> </ul>	
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Previous experience of providing and analysing information management reports.</li> <li>• Strategic thinker with experience of manipulating, joining and analysing large datasets to produce solid analysis</li> <li>• Experience of liaising with and influencing peers and management through collecting, analysing and presenting information to a range of audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of local government processes</li> <li>• Experience of completing local government statutory returns</li> </ul>
Ability and Skills	<ul style="list-style-type: none"> <li>• Work flexibly and dynamically and respond positively to change.</li> <li>• Excellent organisational skills.</li> <li>• Good verbal and written communication skills</li> <li>• Advanced ICT skills across the Microsoft packages.</li> </ul>	<ul style="list-style-type: none"> <li>• Power BI experience</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>• Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</li> </ul>	
Additional Factors		