

Job Description

Job Title: **Insight and Performance Manager**

Postcode: CCC2735

Grade: P3

Main accountabilities

1.	Insight and Performance Delivery <ul style="list-style-type: none"> • Lead the development and delivery of insights to support evidence led decision making. • Be the lead expert for the organisation in the development and application of methodologies for data collection, analysis and reporting. • Drive the use of research and insight-based evidence and reporting to support the delivery of agreed strategic outcomes. • Support the organisation to use a broad range of information and insight to develop evidenced based strategy and policy that challenge and inform the strategic direction of the organisation's goals. • Deliver and monitor an annual programme of insight research and analysis to meet the delivery of strategic objectives. • Lead the establishment development, implementation and management of a monitoring and performance framework.
2.	Reporting <ul style="list-style-type: none"> • Lead on the compilation and presentation of annual reporting of performance to key stakeholders. • Monitor performance of the programmes and projects against agreed KPIs. • Track progress and benefits against work stream objectives and the overall programme deliverables • Provide reporting on progress of strategic outcomes to Senior Management and Executive Board as required. • Support the Gateway Review process mandated by Government, including development of a programme of ongoing monitoring and impact. This will be to unlock the next tranche of £200million for the City Deal.
3.	Communications <ul style="list-style-type: none"> • Working with the Head of Communications, support translating research findings into engaging outputs for our target audiences.

	<ul style="list-style-type: none"> • Provide advice and expertise to the Head of Communication on how to design and analyse effective consultation and engagement so it operates within the legislative parameters. • Feed into the decision-making process undertaken by Leadership members of the Council to ensure the interpretation of data is presented in a way which is meaningful.
4.	Stakeholder Management <ul style="list-style-type: none"> • Take a lead in working with partners and stakeholders to develop the system wide gathering, sharing, analysis and interpretation of data to provide insight to strengthen how we deliver our objectives. • Collaborate, influence and co-create shared data collection and efficiencies with strategic partners, and work to establish shared evidence bases to be used for those in the Greater Cambridge area and beyond. • Liaise with senior management and partners to identify and plan the data, information and support required to facilitate delivery of strategic objectives. • Develop a good working relationship with all team members, council officers, Councillors, strategic partners, consultants and external stakeholders.
5.	Compliance <ul style="list-style-type: none"> • Ensure the identification of risks through the process of data interpretation is communicated and captured with relevant management teams. • Provide project scrutiny, and performance reporting of projects in line with the National Evaluation Framework requirements. • Ensure that Project Managers are adhering with the Monitoring and Evaluation requirements set out within the GCP Assurance Framework and that a consistent approach is being taken across GCP.
6.	Finance and Commercial <ul style="list-style-type: none"> • Provide scrutiny of the budget requirements associated with scheme by scheme monitoring and evaluation. • Manage the budget of approx. £200k per annum for programme monitoring and evaluation on areas such as Air Quality, Noise and Traffic Surveys • Provide expert oversight to Project Managers creation of scopes of work for Monitoring and Evaluation • Commission Programme wide monitoring and evaluation as required.
7.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications required for this job:

Qualifications Required	Subject	Essential/ Desirable
Degree level or equivalent experience	Bachelor of Sciences in relevant subject to the role	Essential
Relevant professional qualification such as PRINCE2 or APM (or equivalent experience)	PRINCE2 / APM	Desirable
Relevant qualification in economic appraisal or equivalent experience	Magenta Book or equivalent	Desirable
A relevant Management qualification		Desirable

Minimum levels of knowledge, skills and experience required for this job:

Knowledge	Essential/ Desirable
Knowledge of data systems, processes, research and analytical skills to deliver organisational business insight.	Essential
Detailed practical knowledge of analysis with a good level of numeracy including knowledge of statistical analysis.	Essential
Excellent knowledge of a wide range of social and economic data sources both national and local which are of relevance to policy development for the GCP including economic, demographic, housing, transport / travel, skills and other datasets.	Essential
A clear understanding of issues relating to the production of data that may affect its validity and use.	Essential
Good understanding of data management techniques.	Essential
Knowledge of survey research methods, of statistical and analytical techniques, of qualitative and quantitative research and consultation techniques.	Essential
An understanding of the complexities of local government and the matters affecting it.	Essential
Understanding of the decision making and governance arrangements within local authorities.	Essential
Awareness of the National and Local Government agenda, current issues and challenges.	Essential
An understanding of how to manage the needs of a diverse set of stakeholders.	Essential
Experience of designing suitable performance frameworks, associated indicators and analysing results.	Essential
Significant knowledge of project evaluation, including methodology, processes and assessment of outcomes against policy intent.	Essential
Good understanding of budget and resource management.	Desirable

Skills	Essential/ Desirable
An excellent level of proficiency in the use of Information Technology for analysis for example using MS Excel (or similar) Power BI (or similar) and statistical packages such as SPSS (or similar).	Essential
Excellent communication skills, verbal, written and listening and the ability to adapt personal style to meet the needs of a range of audiences.	Essential
Ability to engage successfully and influence senior stakeholders to achieve desired outcomes.	Essential
Ability to work with others and contribute analysis that supports senior team members to develop policy and strategy.	Essential
Ability to think insightfully and innovatively, based on an underlying understanding of key principles to provide innovative and beneficial solutions	Essential
Ability to build strong, professional relationships.	Essential
Ability to communicate across a diverse and challenging community of stakeholders	Essential
Ability to support and influence local and sub-regional policies and strategies	Essential
Commitment to continuous personal development and knowledge sharing/mentoring.	Essential
Organised, analytical, and accurate with excellent attention to detail	Essential
Ability to assimilate complex information and provide strategic and delivery reports on project monitoring and evaluation solutions	Essential

Experience	Essential/ Desirable
Evidence of consistently achieved results within a largely unsupervised environment.	Essential
Experience of and sensitivity to working with elected members	Essential
Proven experience of planning and delivering monitoring and evaluation activity.	Essential
Experience of developing initiatives which lead to organisational change and performance improvements.	Essential
Proven ability to lead staff including through matrix management arrangements and partnership working, adapting style as needed to get the best out of individuals	Essential
Experience of commissioning	Desirable
Practical evidence of developing and maintaining good working relationships with a wide range of customers/stakeholders at the highest level of the organisation, developing a positive personal and organisational profile and building partnerships	Essential
Extensive experience of working with external consultants and strategic partners	Essential
Experience of developing strong and effective relationships across and outside of the organisation.	Essential

<p>Equality, Diversity and Inclusion (applies to all roles)</p> <p>Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.</p>	
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Disclosure level

What disclosure level is required for this post?	None	

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)		Hybrid			
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