

Job Description and Person Specification

Job details

Job title: **Senior Performance Analyst**

Grade: **NNBAND07 - £40,221**

Reports to: **ICF Performance Manager**

Responsible for: **N/A**

Directorate and Service area: **Children's Services - Commissioning and Partnerships, Business & Performance**

Purpose of the job

Insert a paragraph explaining why the job exists

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 report to the ICF Commissioning Manager and play a key role 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 and support the Performance Information Officer with their day-to-day tasks.

Principal responsibilities

(Please make these concise and ideally no more than 8)

1. Manage information projects to provide a platform of statistical evidence for management decision making; to work with assistant directors, heads of service, service managers, team managers and finance colleagues 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. Establish appropriate data sharing protocols and processes to effectively manage the collection and analysis of data from across a range of partner organisations
4. Appraise and anticipate changes in legislation and other external drivers that impact on information requirements so that statutory obligations are met.
5. Manage the production of timely and accurate submissions to the DfE and other government departments.
6. Coach a Performance and Information Officer, supporting their continuous professional development in order to provide organisational learning, capability and resilience to ensure they have the knowledge, skills and experience to carry out their roles effectively.
7. Plan and manage the allocation of resources to prioritised projects and business as usual activities, making adjustments as required to ensure key objectives are met whilst managing competing demands.
8. Liaise with heads of service and stakeholders to understand the business requirements and priorities, manage expectations and challenge requests to arrive at a clear and unambiguous set of requirements and specific tasks

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 council's 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

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

1 March 2024

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	1. Maths and English at Level 2, Grade A*-C or equivalent	1. Higher standard of education (degree level qualification or equivalent) or relevant experience
Experience and Knowledge	<ol style="list-style-type: none"> 1. Experience of collating, statistically analysing and presenting information to a range of audiences. 2. Experience of working in a wider team of stakeholders within a busy environment, including managing and influencing the quality and productivity of the team. 3. Knowledge of the content and cycle of local government statutory returns 	<ol style="list-style-type: none"> 1. Experience of planning and managing complex long term data projects 2. Knowledge of project management and project delivery.
Ability and Skills	<ol style="list-style-type: none"> 1. Ability to operate effectively with people at a range of levels, both internal and external to the organisation. 2. 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. 3. 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 4. Excellent numerical, written and verbal skills including the ability to communicate complex issues to all audiences. 5. Strong ICT skills to support and develop work alongside excellent self organisation and co-ordination skills. 	

Attributes	Essential criteria	Desirable criteria
	6. Use of Microsoft Access Packages (Word, Excel, Access, PowerPoint, PowerBI) at advanced level.	
Equal Opportunities	1. Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	1. Evidence of commitment to personal development activity. 2. Advanced level of understanding or performance management and the importance of high quality information and its use. 3. Evidence of assertiveness and change management skills working within a complex challenging environment.	

