# Job description

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| Job Title: | Analysis, Performance & Review Officer |
| Strategic Team: | Youth Offending Team |
| Service:  Business Unit: | Children’s Services  Childrens YOT |
| Responsible To: *(day to day issues)* | YOT Manager |
| Accountable To: *(line manager)* | YOT Manager |
| Salary Grade: *(Spinal column points only)* | Spinal Column point |

## Key Purpose of Job

* 1. To support improvements in performance and efficiency using research and knowledge management to identifying areas for improvement.
  2. Understand the profile and needs of our customers and developing detailed reports and analysis to deliver on the Council’s priorities
  3. Promoting and supporting effective partnership working through data collaboration; providing support to managers on a broad range of data and performance issues
  4. To lead on specific information projects, the development of relevant datasets and the production of statistical returns to appropriately reflect the needs of current Council priorities.

## Anticipated Outcomes of Post

* 1. Successful projects leading to continuous improvement in services.
  2. Accurate performance management information for the Council that can be used to directly influence service development.
  3. The production of robust and accurate national & local data returns as required.
  4. Provision of complex data analysis, interpretation and report of results, utilising a variety of analytical and research tools.
  5. Provide advice and guidance on specialist analyses for performance management, commissioning and the development of strategic plans.

## List Key Duties and accountabilities of the post

* 1. To work with service managers to develop service planning and performance management. Analyse, interpret, report and present performance information.
  2. To provide research and analytical support, information and data gathering and the use of complex qualitative and quantitative data.
  3. Contribute to the design, development and maintenance of performance management methodologies and systems. Promote understanding and use across the Council and its partners.
  4. Promote the use of information to inform service improvement.
  5. Provide analysis and reports for Councillors, Chief Officers, Service Managers, and partners on a range of local and national government issues ensuring succinct and relevant reports in appropriate formats, presentations etc
  6. Lead on projects as requested, supervise administration and officers assigned.
  7. Represent the local authority at local, regional and national meetings. Present to local strategic boards at all levels.
  8. To ensure all statutory returns and submissions are completed, audited and returned within timescales
  9. To complete regular data audits to ensure consistency and accuracy of performance information held and ensure compliance with information governance regulations.
  10. To liaise with internal departments and external partners to identify and exchange relevant data sources in line with produced data sharing protocols.
  11. To develop performance management systems to utilise data to support strategic decision making and multi-agency working practice.

The above outlines the duties required for the time being but this is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility entailed.

1. Give examples of the typical types of problems and decisions the post will be required to make
   1. To take the responsibility for delivery of specific projects allocated to the post for example – Developing a performance and outcomes framework to demonstrate accountability and service need.
   2. Analysing performance data to determine accuracy of returns data in order to challenge and obtain further information or trigger the need for recovery plan

## Budgetary / Financial Responsibilities of the post

* 1. None.

## Supervision / Line Management Responsibilities of the post

* 1. None.

## Working Environment and Conditions of the post

* 1. Normal working conditions with occasional requirement to;
* Support consultation events at outside venues, including the consultation caravan
* Work outside normal office hours to support consultation and engagement events

## Physical Demands of the post

* 1. Normal office

## Specific Resources used by the post

* 1. None.

## Key Contacts and Relationships

* 1. **External**
* Other authorities including those involved with the Devon Improvement Group
* Partner agencies including those associated with the Torbay Strategic Partnership
* Central and Regional Government
* External auditors, the Audit Commission and specialist Consultants
* Private and Third Sector organisations and employers
  1. **Internal**
* The Mayor and Executive Members
* Other Elected Members
* Chief Executive / Deputy Chief Executive / Commissioners
* Staff at all levels across the Council

## Other Duties

* 1. To undertake additional duties as required, commensurate with the level of the job.

## Other Information

1. All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
2. The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
3. The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
4. The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role.
5. This post is based at Tor Hill House but the post holder may be required to move their base to any other location within the Council at a future date.
6. You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions

# Notes for candidates

## All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

## Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

# Person specification

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| **Job Title:** | Analysis, Performance & Review Officer | **Strategic Team:** | Youth Offending Team | **Service:** | Children’s Services |

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| Essential Skills and Effectiveness | Desirable Skills and Effectiveness |
| 1. Researching and organising of information 2. Excellent numerical skills 3. Excellent verbal and written communication skills 4. Ability to analyse and interpret complex statistical information 5. Ability to deliver high standards in data reliability and information analysis 6. Ability to build effective relationships 7. Ability to work flexibly on own initiative and as part of a team 8. Computer literate and proficient in the use of Word, Excel, Powerpoint and the Internet | 1. Experience of analysing and interpreting local authority or other public sector data, including social care and financial data. |

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| Essential Knowledge | Desirable Knowledge |
| 1. Highly numerate with excellent practical knowledge of statistical techniques and reporting | 2. Data Protection Act 1998 |

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| Essential Experience/Achievements | Desirable Experience/Achievements |
| 1. Using performance management information to drive performance improvement 2. Successfully managing projects within agreed parameters and timeframes | 3. Working in a multi-agency environment  4. Experience of working within a public sector organisation. |

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| Essential Qualifications/Professional Memberships | Desirable Qualifications/Professional Memberships |
| 12. A degree in a relevant subject or relevant experience | 5. ECDL qualification or equivalent experience. |

## Essential - Other requirements of the job role

* Demonstrates a commitment to safeguard and promote the welfare of children and young people
* Ability to carry out the physical requirements of the role (i.e. manual handling)
* Ability to travel efficiently around the Bay/South West/UK in order to carry out duties
* Ability to accommodate unsociable hours
* Ability to accommodate occasional home-working