# BRIGHTON & HOVE CITY COUNCIL

**JOB DESCRIPTION QUESTIONNAIRE**

|  |  |
| --- | --- |
| **Job Title:**  | Performance Analyst  |
| **Reports to:**  | Performance Manager |
| **Department:** | Families, Children and Learning |
| **Section:**  | Performance and Safeguarding |

**Purpose of the Job**

* Write and present key performance data reports to senior Children’s services management, providing a comprehensive analysis of data and highlighting key recommendations for improvement actions.
* Responsibility for implementing and monitoring success of agreed improvement actions and reporting progress and effect on performance to Children’s services senior management team.
* Working in partnership with operational managers within Families, Children and Learning (FCL) and wider partnership to develop improvement plans for action in areas where performance is dipping and as required work with operational managers within FCL and wider partnership to implement elements of the agreed plan.
* Provide clear written analysis of FCL overall performance, making judgements on areas for concern and recommendations for improvement. As required attend senior leadership team meetings to discuss performance data and seek ways to improve quality and interpretation of data.
* Supporting the migration to a new Social Care Recording System by developing reporting and documenting processes,

**Principal Accountabilities**

1. To provide written advice to senior managers across FCL and wider partnership on the use and interpretation of data and statistical analyses to ensure that management decisions are based on sound evidence.
2. To lead in the development, implementation and monitoring of strategies for effective and appropriate management of information in key business areas of the FCL. To ensure that full and accurate records and information are maintained and easily accessible to enable the effective operation of the FCL service and to satisfy audit requirements.
3. .
4. To lead in the development and implementation of systems and procedures to ensure that the Children’s services meets its contractual obligations to provide information..
5. Lead responsibility for the collation, processing, analysis and quality assurance of statistics and information on the performance of FCL.
6. To prepare appropriate responses to ad hoc enquiries from a wide range of sources, including the media (in conjunction with the Press Office), general public, Children’s services and Council Members, whilst taking into account the Data Protection Act and the Freedom of Information Act.
7. To assist in the development of training for operational and senior managers in the use and interpretation of data and statistical analyses.

8. To contribute to the identification and implementation of new technology,

 related to the collection, analyses and dissemination of data, to reduce the

 administrative burden on front line staff and improve the

 availability of information in order to meet the developing needs of FCL, including partner agencies.

**General Accountabilities**

The post holder must be prepared to implement the Council’s Equalities policy at a level appropriate to the job and must at all times carry out his/her duties with due regard to the Council’s Equalities Policy.

The post holder will be responsible for the implementation of, and adhere to the provisions of, legislation relating to the health and safety of such employees and areas of the workplace as fall under the direct control of the post holder and for complying with legislation relating to such works and contracts as are within the direct responsibility of the post holder.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Job Title:**  | Performance Analyst  |
| **Reports to:**  | Performance Manager |
| **Department:** | Families, Children and Learning |
| **Section:**  | Performance and Safeguarding |

### Essential Criteria

|  |  |
| --- | --- |
| **Job Related Education, Qualifications and Knowledge** | * Educated to degree level with a numeracy-based element.
* The post holder should have a demonstrated ability to manage, present and interpret statistical information effectively.
* In-depth knowledge of techniques for statistical analysis
* Knowledge of the uses and potential of ICT to support the provision of management information and the transfer of data.
* Evidenced experience in project/programme management
 |
| Experience | * Experience in the use of analytical techniques.
* Experience in the use of appropriate software, including spreadsheets and databases.

**Desirable:*** .
* Some experience of delivering short presentations and training is desirable.
* Experience in the use of Business Objects or equivalent reporting tool.
 |

|  |  |
| --- | --- |
| Skills and Abilities | * Excellent interpersonal and communication skills and the ability to communicate well with staff at all levels.
* The ability to manage large, complex datasets.
* The ability to collect, analyse, interpret and clearly present statistics in written, tabular and graphical formats, providing statistical information and advice.
* The ability to write clearly and concisely in good English.
* Ability to provide support & advice to colleagues in the use and interpretation of data and to make recommendations on its application to planning, etc.
* Ability to scope, plan, implement and review projects.
* Ability to effectively manage and organise own workload, and to follow through with projects proactively.
* High level of ICT skills (spreadsheet design and advanced functions, database design, query and report writing and use of word processors).
 |
| **Equalities** | * To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy.
 |
| **Other Requirements** | * Attendance at & participation in meetings with Families, Children and Learning and other partners will be required.
* Developing expertise in an area of specialisation e.g. , Children’s services databases such as Carefirst, data transfer.
* Good awareness of data quality management:
	+ Documentation of all procedures and methods used.
	+ Ensure no errors arising from poor data management or lack of controls/checks.
	+ Willingness to undertake routine checking and quality assurance of work.
* Ability to understand issues surrounding the use of data to promote improvement.
* Understanding of current national developments in relation to family support services and the issues surrounding their performance.
 |