# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Performance Analyst

# DEPARTMENT: Adult Social Care

# LOCATION: Lewes

# GRADE: [East Sussex Single Status Grade 10](https://www.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# RESPONSIBLE TO:

# Purpose of the Role:

# This role is integral to the Learning Disability Senior Management Team in developing, monitoring and reporting on all aspects of performance across a range of different services supporting adults with a learning disability across East Sussex. The overall aim is to provide high quality support to the people who receive our services.

# This role will help develop and maintain an effective and robust performance reporting regime, and produce and provide high-quality information on all aspects of performance management and identifying areas of improvement.

# The role will work closely with a wide range of different partners, from senior managers, front line managers and administrators as well working alongside other council departments and key stakeholders in achieving the expected outcomes.

# Key tasks:

1. Collate, analyse and interpret statistics and information relating to national and local performance indicators.
2. Produce relevant, accurate and timely performance management reports in formats accessible to staff, clients and their representatives and produce reports as requested regarding specific areas of departmental and/or comparative performance.
3. Support performance monitoring processes. This will involve ongoing liaison and communications with Senior Officers, and partner organisations.
4. Undertake specific project workto support the Department in achieving and maintaining its performance targets and to support continuous service improvement.
5. Ensure compliance with corporate policies and standards and any legal requirements including Data Protection, Freedom of Information, Information Governance and Health and Safety. Develop and monitor appropriate procedures to support these requirements.
6. Represent the Tteam as required on departmental working groups
7. Regularly provide training on a specialist subject to all staff in the department.
8. Understand equality principles and abide by the Council’s policies and practices.
9. Monitor, develop and report on existing technology systems within services and identify emerging technologies as they may be applied to enhance and improve the quality of services in the future.
10. Develop systems and reporting as necessary to make information available to departmental staff, including mapping and development of data visualisation.
11. To lead on the delivery of statutory surveys undertaken by the department, including but not limited to management of the survey process; analysis of quantative and qualatitive information; and ensuring national set defintions and guidance are adhered to.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Excellent computer skills including the use of Microsoft Office Suite and Internet.
* Attention to detail and accuracy and good organisational skills.
* Effective oral and written communication with a wide range of managers throughout the Authority, and with partner organisations.
* Ability to work under own initiative and as part of a team
* Ability to take personal responsibility for organising and meeting targets.
* Ability to work under pressure and to tight deadlines, managing complex work priorities flexibly and resourcefully.
* Ability to work constructively with colleagues, both internal and external
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# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage |
| * Experience of analysing, interpreting and presenting information.
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * QCF level 2 in Maths and English or able to pass assessment at interview
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of the Statutory responsibilities and departmental policies and procedures relevant to the role.
* An understanding of data protection and freedom of information issues needed for managing data access and security
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# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * An understanding of the key issues and priorities facing the County Council.
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# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of collecting, analysing and clearly presenting numerical and qualitative information
* Development of information systems and databases and the effective management of information.
* Experience of data analysis and the use of standard statistical techniques.
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Conscientious, committed to self-development and willing to adapt to change.
* Committed to equality.
* Committed to continuous improvement of the service and the Council as a whole.
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**Date (drawn up): Modified June 2022**

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference: 3976**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |