



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Senior Performance Analyst
Service	Contracts, Performance and Assurance
Team	Development and Insight Team
Location	Shute End, Wokingham
Reports to	Performance Analyst Lead
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required
Responsible for	Not applicable
Grade	8
Contract Type	Permanent Full time

Main Accountabilities	
1	Utilise qualitative and quantitative data from a range of sources to identify patterns and trends in Adult Safeguarding, crime, domestic abuse, anti-social behaviour and service performance to inform strategy development and drive change. Provide regular, accurate, and valuable performance management information and analysis to enhance insight and improve decision making.
2	Act as the data lead for the Wokingham Borough Safer Communities Partnership Board and its associated subgroups, presenting insights, reports, and recommendations at key meetings with board partners and residents, as required.
3	Respond to requests for data and analytical support from the wider Adult Social Care directorate.
4	Identify developments in best practice, policy, legislative, social, economic, and other changes, assessing local impact and producing recommendations for senior management consideration.
5	Take responsibility for the provision of ad-hoc information and performance requests received from internal and external colleagues, partners, other Local Authorities and members of the public via Freedom of Information requests.
6	Proactively identify opportunities to use data and analysis to support teams in solving complex problems, applying critical thinking and independent judgement to develop meaningful insights.
7	Work with key internal & external stakeholders and partners to design and support effective performance frameworks.





8	Ensure that outputs meet high standards of timeliness, accuracy, and presentation, including appropriate analytical content for technical and non-technical stakeholders.
9	Build close working relationships with operational staff and develop detailed knowledge of the analytical requirements of the services.
10	Actively support system development to ensure that data is accurate and able to meet all reporting requirements.
11	Supply local data for inclusion in regular benchmarking performance returns and represent the organisation at performance benchmarking and networking events.
12	Lead, coach and mentor the Data and Insights Officer to ensure high-quality analytical outputs.
13	Undertake such other duties as may be reasonably required from time to time as are consistent with the responsibility and scale of the post.
14	Adhere to the council's policies and procedures and promote a commitment to customer care, inclusion and equal opportunities, treating all colleagues and customers with dignity and respect.
15	To support a culture of strategic thinking and transformational commissioning that delivers best value and improved outcomes for residents. To model the Council's values, holding yourself and others accountable, and translate organisational objectives into actionable items that inspire others to behave and operate at their best.

Person Specification	Essential	Desirable
<b>Education/Qualifications</b>		
A qualification in a numerate/statistical discipline or relevant experience.	X	
Educated to degree level.		X
Evidence of continuous personal and professional development.	X	
<b>Experience</b>		
Experience of delivering data-related projects within the public sector that influence decision making and lead to improved outcomes.	X	
Demonstrable practical experience in undertaking complex data analysis which contributes to the development of strategic plans and policies.	X	
Experience of writing effective briefings, strategic documents and presentations to communicate performance information, implications of policy changes and recommendations.		
Experience of administering processes to tight timescale and with high levels of accuracy.	X	
Demonstrated experience of taking own initiative to develop skills.	X	
Experience of working in a matrix management environment, where cross-team and cross-organisation working are required.		X
Experience balancing multiple priorities, problem solving and dealing with ambiguity.	X	
Experience of knowledge sharing/training colleagues on performance management processes and data analysis.	X	
Demonstrable experience analysing and interpreting crime data to support performance monitoring, policy development or service improvement, including data shared across partners (e.g. local authorities, police or community safety partnerships).		X





<b>Skills/Knowledge</b>		
Excellent written and verbal communication skills, with an ability to present the results of analysis in various formats (e.g. strategic reports, presentations) and to meet the needs of both technical and non-technical audiences. Able to make recommendations for decision making and justify these effectively.	X	
High level of numeracy with strong competence in descriptive analysis. Ability to interpret and explain statistical findings, including identifying trends and anomalies.	X	
Effective presentation skills and the ability to engage an audience.	X	
Ability to actively listen in order to extract and assess the important information. Ability to ask pertinent questions in order to seek clarification.	X	
Excellent attention to detail.	X	
Ability to prioritise and manage multiple requests or projects simultaneously.	X	
Knowledge of performance management and monitoring frameworks and an ability to use these in a local government setting.	X	
Well-developed working knowledge of the political landscape, legislative frameworks, and regional and national drivers surrounding the specialist area(s).	X	
Proficient in use of IT and in particular of Microsoft suite of products - Word, Excel, PowerPoint, Outlook.	X	
Able to write reports in SQL and present data in Power BI.		X
GIS Mapping.		X
Experience of working with Mosaic or a similar case management system.		X

Purpose Details	
<b>Service Purpose</b>	<p>The Wokingham Borough Safer Communities Partnership is Wokingham’s integrated statutory partnership, bringing together adult safeguarding and community safety responsibilities into a single, coordinated system. It unites the Council, Police, health, probation, housing, fire and rescue, and voluntary sector partners to prevent harm, protect people at risk, and improve safety and wellbeing across the borough. The partnership takes a whole system, trauma informed and data led approach, recognising the overlap between vulnerability, exploitation, abuse, crime and antisocial behaviour. Its focus is on strong governance, shared accountability, robust scrutiny, and the effective use of data and insight to understand risk, support early intervention, evaluate impact, and drive continuous improvement for residents and communities.</p> <p>The role will sit within the Adult Social Care Strategy, Commissioning and Performance Service. This supports the delivery of efficient and effective services in line with our Adult Social Care strategy and wider corporate delivery plan. The service helps to move Adult Social Care forward, ensuring that we have the right mix, capacity and quality of services and support arrangements to enable people to be as independent as they wish to be.</p>
<b>Role Purpose</b>	<p>The primary purpose of the role is to deliver a clear and robust performance management framework for the Wokingham Borough Safer Communities Partnership Board. Accurate, insightful analysis will be provided in the areas of Community Safety and Adult Safeguarding, driving and strengthening decision making.</p> <p>As a member of the Development and Insight Team, which supports the wider Adult Social Care directorate, the role holder contributes to a broad range of data and analytical</p>





	<p>activities that inform service performance, assurance, and improvement across the directorate.</p> <p>In all areas of work, the role takes responsibility for transforming complex data and qualitative intelligence into clear, actionable findings that support service improvement and strategic planning.</p>
<b>Corporate Parenting</b>	<p>You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.</p>

Supervision and Relationships	
<b>Supervision Received</b>	The post will report to the Performance Analyst Lead
<b>Supervision Given</b>	NA
<b>Contacts</b>	The postholder will be required to maintain positive relationships with our partner organisations, mainly; Health, Thames Valley Police, Royal Berkshire Fire and Rescue Service, commissioned services, other Local Authorities, the Local Government Association, also internal colleagues, wider council staff, and elected Members.

Resources/Budget Management
No direct budget management

Special Requirements
N/A

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N





Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Shute End - hybrid working

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK ( <a href="#">Find out which DBS check is right for your employee - GOV.UK</a> )

Re-checks
N/A





**WOKINGHAM**  
BOROUGH COUNCIL

### Evaluation Declaration

Date of Evaluation:	02/04/2026
Evaluated by:	HR Team

