



## 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	
<b>Job Title</b>	Senior Performance Analyst
<b>Service</b>	Children's Services
<b>Team</b>	Insight and Impact
<b>Location</b>	Council Offices, Shute End, Wokingham
<b>Reports to</b>	Service Manager Impact and Intelligence
<b>Worker Style</b>	Hybrid - Remote working with attendance at Council offices as and when required
<b>Responsible for</b>	N/A
<b>Grade</b>	Grade 7
<b>Contract Type</b>	Permanent

Main Accountabilities	
1.	Provision of high quality and effective services to children, young people and families
2.	Provision of effective and high quality Safeguarding services for children and young people at risk of harm
3.	Delivery of high quality support and challenge to schools, recognising the Council's enduring responsibility to promote the best outcomes possible for its children and students
4.	Assurance that the Council is effective, ambitious and successful as a Corporate Parent to the children and young people in its care
5.	Development and implementation of effective strategic commissioning for children and adults, working effectively with partners to secure good outcomes
6.	Delivery of effective and efficient services offering good value for money
7.	Discharge of the statutory function of the Director of Children's Services, in conjunction with the Lead Member





Person Specification	Essential	Desirable
<b>Education/Qualifications</b>		<ol style="list-style-type: none"> <li>1. 1.Educated to degree level or equivalent</li> <li>2. 2.A qualification in a numerate/statistical discipline or relevant experience</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Competent in use of IT and in particular of Microsoft suite of products – Word, Excel,PowerPoint, Outlook</li> <li>2. High level of numeracy (knowledge of statistical methods and techniques would be an advantage)</li> <li>3. Good communication skills and ability to communicate complex information in a non-technical way to customers</li> </ol>	
<b>Skills/Knowledge</b>	<ol style="list-style-type: none"> <li>1. Knowledge of performance management and an ability to use it in a local government setting</li> <li>2. Knowledge of issues affecting Children’s Services and Social Care</li> <li>3. Substantial experience of undertaking quantitative and qualitative research and analysing data</li> <li>4. Substantial experience of report writing and communicating performance information to customers</li> </ol>	

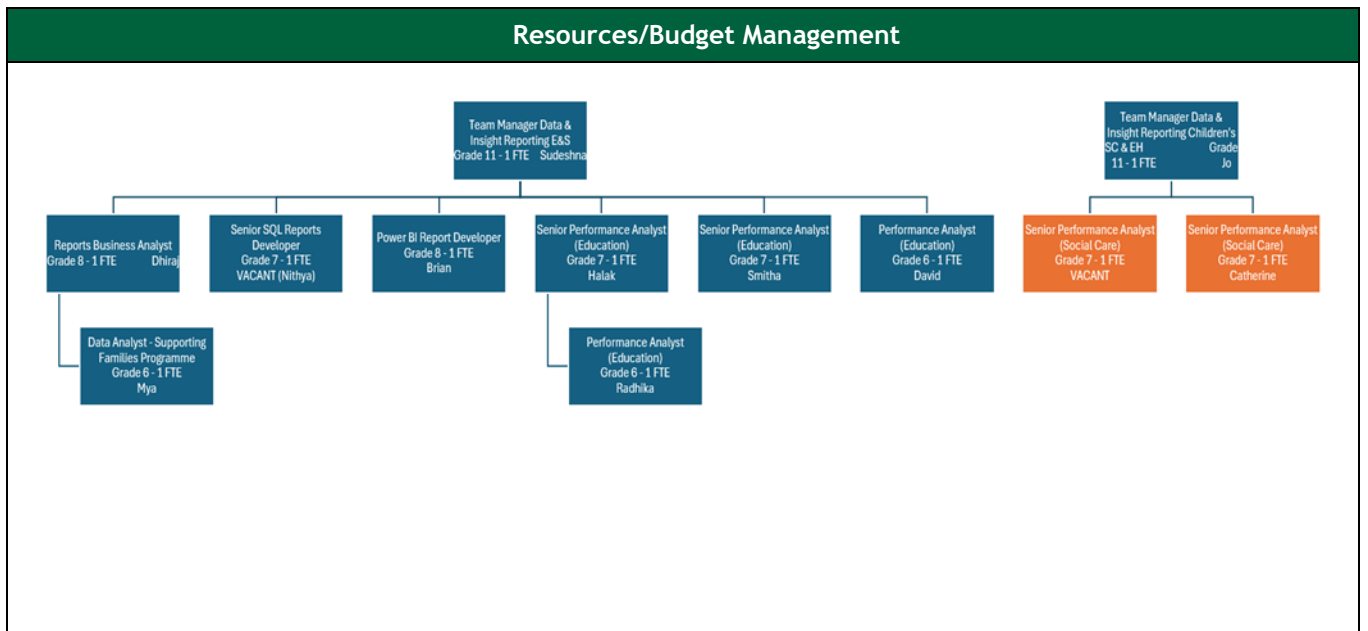
Purpose Details	
<b>Service Purpose</b>	<ol style="list-style-type: none"> <li>1. Maintain an up-to-date and in-depth understanding of all relevant performance guidelines, assess changes to legislation which may impact upon performance reporting, and provide briefings to the service on latest changes as required.</li> <li>2. Champion performance information and data improvement with operational staff, team management, finance, commissioning and corporate performance teams via presentations, reports and briefings, in order to promote understanding and support informed decision making.</li> <li>3. Design and deliver bespoke training to operational teams as necessary to support the improvement of data quality in the context of latest business processes.</li> <li>4. Contribute to needs analysis to inform service planning and to support effective outcomes.</li> <li>5. Monitor and analyse information to complete annual statutory returns and monthly performance indicators.</li> </ol>





	<ol style="list-style-type: none"> <li>6. Represent the authority at external meetings with other authorities and external agencies.</li> <li>7. To produce specifically commissioned reports, and to analyse and propose solutions to resolve performance issues.</li> <li>8. Undertake other tasks not specified above, commensurate to the grade and competencies of the post.</li> </ol>
<b>Role Purpose</b>	To provide high quality statistical and qualitative performance information for use by the authority, schools and partners. The role will include the provision of statistical analysis and the presentation of information, as well as the quality assuring of statutory and other data collections.
<b>Corporate Parenting</b>	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.

Supervision and Relationships	
<b>Supervision Received</b>	Monthly Supervision from line manager
<b>Supervision Given</b>	None
<b>Contacts</b>	Director of Children’s Services, Assistant Directors, Heads of Service, Team Managers, Representatives from Health, Education, Police





### Special Requirements

Enhanced DBS

### Occupational Health Risk Assessment

### Details

Skin/Respiratory Sensitisers

No

Working at Height

No

Exposure to Noise (>80-85dB)

No

Confined Spaces

No

Frequent Display Screen Equipment Use

Yes

Driving for Work

No

Hand Arm Vibration

No

Lone Working

No

Healthcare/Social Contact with Patients

No

Blood Borne Viruses Exposure

No

Food Handling

No

Working with Animals

No

Specialised Medical Screening

No

Night Working

No

Safety Critical Work

No

### Nature of the Role

### Details

Healthcare or Hospital Work

No

Working with Children (under 18)

No

Working with Elderly/Vulnerable Adults

No

Work Environment Details

Home working, meetings via teams. Occasional office work





Role Involvement	Details
Working with Children	No
Working with Vulnerable Adults	No
Both of the Above	No
Providing Care/Supervision for Children	No
Providing Care/Supervision for Vulnerable Adults	No
Both of the Above	No
None of the Above	Yes

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced
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
Daily check-ins with line manager and rest of the team

Evaluation Declaration	
Date of Evaluation:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>

