



## 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 for Children's Partnerships                             |
| <b>Service</b>         | Children's Practice Improvement and Quality                                        |
| <b>Team</b>            | Children's Partnerships                                                            |
| <b>Location</b>        | Council Offices, Shute End, Wokingham and hybrid                                   |
| <b>Reports to</b>      | Children's Partnerships Manager and matrix management to Service Director for SEND |
| <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. 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 |
| 2.                    | Ensure that Children's Partnerships have access to performance data and insight about local multi-agency practice in order to inform the identification of priorities and actions.                                                                                                                                               |
| 3.                    | Stay up to date with relevant national and local legislation, statutory guidance, and policy developments relating to child protection, safeguarding, and SEND.                                                                                                                                                                  |
| 4.                    | Development and implementation of effective strategic commissioning for children and adults, working effectively with partners to secure good outcomes                                                                                                                                                                           |
| 5.                    | Prepare high-quality reports, briefing papers, and presentations for Children's Partnerships, its partners, and wider communities including contributing to an annual Partnership Report.                                                                                                                                        |
| 6.                    | To provide high quality statistical and qualitative performance information for use by the authority and key 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. |
| 7. | Represent the authority at external meetings with other authorities and external agencies.                             |

| Person Specification            | Essential                                                                                                                                                                                                                                                                                                                                                                                                             | Desirable                                                                      |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Education/Qualifications</b> | 1. Educated to degree level or equivalent                                                                                                                                                                                                                                                                                                                                                                             | 1. A qualification in a numerate/statistical discipline or relevant experience |
| <b>Experience</b>               | 1. Competent in use of IT and in particular of Microsoft suite of products – Word, Excel, PowerPoint, Outlook<br>2. High level of numeracy (knowledge of statistical methods and techniques would be an advantage)<br>3. Good communication skills and ability to communicate complex information in a non-technical way to customers                                                                                 |                                                                                |
| <b>Skills/Knowledge</b>         | 1. Knowledge of performance management and an ability to use it in a local government setting<br>2. Knowledge of issues affecting Children's Services & Social Care, including education & SEND<br>3. Substantial experience of undertaking quantitative and qualitative research and analysing data<br>4. Substantial experience of report writing and communicating performance information to a range of audiences |                                                                                |

| Purpose Details        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service Purpose</b> | <p>The Children's Partnerships Team supports the governance, assurance, coordination and continuous improvement of Wokingham's children's partnership arrangements.</p> <p>Working across safeguarding, education, SEND and wider children and young people's priorities, the team brings together partners from local government, health, education, police, the voluntary and community sector, and children, young people and families to promote effective multi-agency working and shared accountability.</p> <p>The team supports the delivery of partnership strategies, business plans and improvement programmes, ensuring that strategic boards are able to provide</p> |





|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | <p>effective leadership, oversight, challenge and assurance in relation to outcomes for children and young people.</p> <p>The service is responsible for supporting the operation of the Wokingham Children's Safeguarding Partnership, Children and Young People Partnership, Wokingham Borough Education Partnership, SEND Assurance Board and SEND Area Improvement Board, alongside their associated governance structures in line with statutory guidance.</p> |
| <b>Role Purpose</b>        | <p>To provide high quality statistical and qualitative performance and analytics information for use by Children's Partnerships. The role will include the provision of statistical analysis, insight and the presentation of information, as well as quality assurance of statutory and other data collections. Working across services and including education, SEND, and other agency partners to share high-quality data and insight.</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>   | Monthly Supervision from line manager                                                                                                                                          |
| <b>Supervision Given</b>      | None                                                                                                                                                                           |
| <b>Contacts</b>               | The post holder will work in close collaboration with local authority partners, NHS, police, fire and rescue, probation, voluntary sector, faith groups and other stakeholders |

| Resources/Budget Management |
|-----------------------------|
| None                        |

| Special Requirements |
|----------------------|
| Standard DBS         |

| Occupational Health Risk Assessment    | Details |
|----------------------------------------|---------|
| <b>Skin/Respiratory Sensitisers</b>    | No      |
| <b>Working at Height</b>               | No      |
| <b>Exposure to Noise (&gt;80-85dB)</b> | 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,<br>meetings via teams.<br>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     |





**WOKINGHAM**  
BOROUGH COUNCIL

| Disclosure and Barring Service (DBS) |  | Details                                                                                                                                       |
|--------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------|
| DBS Requirement                      |  | Standard                                                                                                                                      |
| 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         |
|-------------------|
| DBS as per policy |

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

