



Role Profile

Job Title: Performance Analyst Vulnerable Children	Role Profile Number: SBC_11672
Grade: CFL 7	Date Prepared: 27/09/2024
Directorate/Group: Enabling Services	Reporting to: Intelligence Lead (Children's Social)
Structure Chart attached:	No

Job Purpose

This post sits within the central Performance, Intelligence and Insight team that offer a range of services including corporate performance and risk management reporting, data analysis, research and supporting the Children's Directorate to execute their performance and statutory reporting requirements. As a team, we work closely together to develop innovative practices and improve insight, which supports better slicker provision of accurate and timely intelligence.

This important role sits within the children's Social Care reporting work stream and provides statistical analyses to inform service delivery and improvements across all areas of children's Social Care, local and statutory reporting.

Working in collaboration with other children's social care analysts, and liaising with front line social care staff and service managers. You will help provide a high quality, professional service to improve outcomes for children, young people and families. To develop and improve integrated data reporting to inform early intervention and commissioning of services, and improve the quality of data recording through ongoing communication and building strong working relationships with key stakeholders.

Key Accountabilities

- Assist in the production, development and management of children's social care performance information including the monthly scorecard reporting, weekly dashboard, quarterly reporting and any ad hoc requirements or requests
- Provide data intelligence and assistance to staff and managers in the interpretation of data.
- To process, validate and complete complex statutory returns and ad hoc returns for vulnerable children
- Interpretation of statutory guidance and communication of changes to data collections within the organisation to ensure changes in data capture are implemented and reported correctly
- To use Business Objects Data Extraction tool to query and format management information reports

- To use Power BI to segment, publish and visualise selected data sets
- To develop new reports as per the business needs.
- To undertake analysis of data with intelligent interpretation to assist operational managers and commissioners in the development of their services
- To investigate trends arising from the data and provide a positive challenge to operational managers and commissioners in terms of questions arising from the data
- Undertake comprehensive and complex cross referencing of data sources to test out hypothesis linked to vulnerable children performance
- To manage the development and provision of statistical and research information to enable Children's Services to deliver on its Improvement Plans and allocate resources effectively.
- To be responsible for the maintenance and improvement of management information systems.
- To analyse data to assist operational teams to identify performance issues and monitor the effect of corrective actions.
- To "tell the story" in relation to children's social care performance and link to performance as a whole in Children's Services.
- To provide the data and analysis for corporate needs assessments
- To design and further develop Children's Social Care datasets to support all areas of service delivery, commissioning and planning.
- Deliver presentation of data to all levels of the organisation

Supplementary Accountabilities

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

Essential:

- At least 3 years working with data and statistical interpretation.
- Extensive knowledge of using Microsoft Excel at an advanced level.

Desirable:

- Experience of working for a Local Authority.
- Experience of Microsoft Power BI, Crystal Reports, Business Objects, SSRS and GIS.

Qualifications

- Educated to degree level or experience in relevant related subjects with good grades in Maths or Science,

Decision Making

- Effective decision making as a Performance Analyst requires good analytical skills, attention to detail, the ability to work under pressure and the capability to work to deadlines.

Creativity and Innovation

- The post does require a creative and innovative approach in the use of specialist software and Microsoft Office applications to effectively complete required tasks. Exploration of the functionality of tools like Excel and MapInfo will assist in the development and provision of statistical and research information.

<u>Job Scope</u>	Budget Holder	No
Number and types of jobs managed	Responsibility	.
Typical tasks supervised/allocated to others	Asset Responsibility:	No

Contacts and Relationships

- The post requires good interpersonal, communication and negotiation skills to meet the demands for accurate management information from a wide variety of customers and professionals. Building strong working relationships is at the core of this role as is the ability to articulate complex data issues to professionals in plain English.
- Contact within the authority will be with all levels of the organization including senior service managers and directors as required.
- External contact will be with NHS England, Department of Health, Department for Education, Department for Work and Pensions, Swindon Clinical Commissioning Group, Schools, and Police on a regular basis.

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	

