

Job Title: Business Performance Analyst, Swindon Safeguarding Partnership.	Role Profile Number: SBC_12375
Grade: CFL 8	Date Prepared: June 2025
Directorate/Group: Adults	Reporting to: Strategic Safeguarding Partnership Manager
Structure Chart attached:	No

Job Purpose

As the Safeguarding Partnership Business Performance Analyst, you will be responsible for developing a strong understanding of Swindon Safeguarding Partnership's performance across all activities. You will be responsible for developing and implementing a repeatable monitoring and reporting process and creating material reporting on performance to the Partnership sub-groups and Executive Group.

You will have strong analytical and interpersonal skills. As this role is a standalone, you must be able to work independently on a day-to-day basis and have the ability to know when to collaborate, delegate and/or escalate. You will use your interpersonal skills to develop strong working relationships with partners across Swindon.

In this exciting new post, the role holder will be key in implementing and influencing the Partnership's performance culture and will act as a lead on performance improvement and analytics in line with local and national priorities and statutory responsibilities.

Main Duties & Responsibilities

As Business Performance Analyst, you will influence decision-making through quality and depth of analytical insights and recommendations for improvement. In particular, you will be responsible for:

- Optimising performance reporting structures and implementing a repeatable process
- Optimising the current performance dashboard
- Understanding performance trends
- Identifying and highlighting opportunities for performance improvement
- Developing reporting material in a succinct, visual manner
- Driving strategic analysis and providing recommendations for ad hoc requests
- Making sure that a focus on outcomes and performance are integrated in to everything we do
- Acting as the Partnership lead on analytical techniques, producing and presenting performance reports as required
- Ensuring all data and information sharing is in line with data-sharing protocols and that these are embedded within partner agencies

Knowledge & Experience

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

- Ability to produce analytical products and reports from a wide range of data sets and intelligence to provide an informed and accurate picture
- Excellent interpersonal skills and the ability to interact with people from a wide range of backgrounds
- Excellent verbal and written communication skills, with excellent attention to detail
- Ability to travel throughout the Borough
- Experience of developing and delivering performance management and research in a public sector or related environment and the use of performance management to drive improvement
- Experience of working in a multi-agency environment
- Knowledge and experience of data protection, accessible information and data sharing procedures
- Proficiency in the use of technology
- Ability to work on a strategic level to effect change
- Ability to plan effectively and set goals and work within timescales
- Demonstrable evidence of successful problem solving
- Ability to manage conflict and challenge

Preferred:

Experience of working in a similar role

Qualifications

- Good general education to degree or equivalent complimentary experience.
- Professional qualification in related area
- Evidence of continuous professional development/training

Number and types of jobs managed	None
Budget Holder Responsibility	No

Contacts and Relationships

- Officers
- General public
- Members
- Partner Organisations